GARMIN

iQue® 3600

integrated handheld
operating instructions

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Lithium-Ion Battery Information

Your iQue 3600 contains a non-user-serviceable lithium-ion battery. Please observe the following cautions:

- Do not store at or use the unit in temperatures above 60° C (140° F). Do not store or use the unit near a heat source, such as a radiator, stove, fireplace, or other heat-generating source. If the unit is exposed to temperatures about 60° C (140° F) the battery in the unit could explode or vent, posing a risk of fire.
- Do not use any chargers not specified by Garmin. Do not charge the battery under conditions not specified by Garmin, as it may leak electrolyte, heat or explode.
- Do not put the unit into a fire, as it may swell or explode. Do not use near any type of heat source. If the battery leaks electrolyte or emits a strange smell, discontinue use and move the unit away from the heat source.
- Do not submerge the unit in water, or any type of liquid. Do not expose the unit to any type of water, such as rain or moisture, as it might heat, corrode, or not function occasionally.
- Keep the unit out of reach of babies and children to avoid any accidents.
- Do not put the unit in a microwave oven or pressure cooker.
- Although rechargeable, the battery has a limited life-span.
- If there are any problems with the battery, immediately keep the battery in a safe place and contact Garmin.
- If the unit must be disposed of, contact your local waste disposal department for information on properly disposing of lithium-ion batteries.

ESD Caution

To prevent electrostatic discharge (discharge of static electricity) from harming your iQue, discharge static electricity from your body by touching an unpainted metal surface. You must discharge static electricity from your body before handling your iQue 3600.

Warnings

WARNING: This product, its packaging, and its components contain chemicals known to the State of California to cause cancer, birth defects, or reproductive harm. This Notice is being provided in accordance with California's Proposition 65. If you have any questions or would like additional information, please refer to our Web site at http://www.garmin.com/prop65.

The iQue has no user-serviceable parts. Should you ever encounter a problem with your unit, please take it to an authorized Garmin dealer for repairs.

The iQue 3600 is fastened shut with screws. Any attempt to open the case to change or modify the unit in any way will void your warranty and may result in permanent damage to the equipment.

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CHAPTER 1: INTRODUCTION TO THE iQUE® HANDHELD

With your iQue handheld, you can successfully manage meetings and appointments, remember people's names and personal details, and keep track of all the items on your To Do List both at work and at home.

You will find it easy to start using the iQue handheld, become familiar with its physical buttons and controls, and use HotSync® technology to synchronize (exchange and update) your iQue handheld and Palm™ Desktop software. Once you familiarize yourself with the basic workings of the iQue handheld, you can easily do the following:

- Enter all your schedule details in the Date Book and view them by the day, week, or month. You can also set an alarm to remind you of an important event.
- Keep all your contact names, addresses, phone numbers, and other details in the Address Book.
- Add your tasks to the To Do List, prioritize them, and assign them a due date.
- Ensure that you do not lose any important information by synchronizing your data with Palm Desktop software on your computer to create a backup copy.
- Customize your handheld and set different levels of security to prevent unauthorized users from viewing your data.

This manual describes how to use the Palm™ applications included with your iQue handheld. To learn how to use the Que Applications for navigating with your iQue, please refer to the *Que Applications Guide* included in your product box.

System Requirements

To install and operate Palm Desktop software on your computer, the computer system must meet the following requirements:

- IBM-compatible 486 computer or higher
- 8 MB RAM (memory) minimum, 16 MB recommended (required with Windows NT 4.0)
- 20 MB available hard disk space
- Microsoft® Windows® 98/2000/ME
- VGA monitor or better
- CD-ROM drive
- Mouse or other pointing device
- One available USB port

In addition, the following equipment is optional:

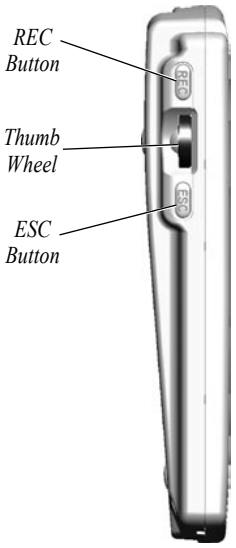
- Modem
- Windows-compatible printer

NOTE: *The iQue 3600 is not fully compatible with Macintosh computers at this time. For more information, please refer to the FAQs link in the Support section of the Garmin Web site, www.garmin.com.*

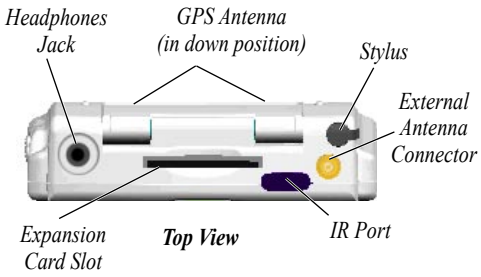
iQue Components

Locating Front Panel Controls

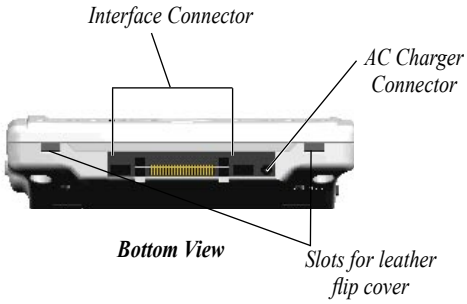
- **Power/Backlight Button:** Pressing the **Power** button turns the handheld on or off. When you turn on the handheld, the page displayed most previously appears. The green LED on the **Power** button is lit when the unit is charging or using external power. Press and hold the **Power** button for about two seconds to turn the backlight on or off for changing lighting conditions. You may also assign the full-screen pen stroke to activate the backlight. For more information, see "To change what the full-screen pen stroke activates" in Chapter 3.
- **Microphone:** Push and hold the **REC** button, then speak into the microphone to record notes or memos.
- **Battery Icon:** Displays the current battery level. When charging, the battery icon contains a lightning bolt symbol.
- **iQue Screen:** Displays the applications and data stored in your handheld. The screen is touch-sensitive.
- **Text Input Area:** Write letters and numbers in this area using the Graffiti® 2 alphabet. Chapter 2 explains how to enter data using Graffiti 2 characters.
- **Application Buttons:** Press to activate the individual handheld applications that correspond to the icons marked on the buttons: Date Book, Address Book, To Do List, and Que Applications. See "Assigning Applications to Buttons" in Chapter 3 for details on reassigning these buttons to other applications on your handheld. If your handheld is turned off, pressing any of the application buttons turns on the handheld and opens the corresponding application.
- **Scroll Buttons:** Press to display text and other information that extends beyond of the area of the handheld screen. Press the lower scroll button to scroll down and view information below the viewing area. Press the upper button to view information above the viewing area.
- **Speaker:** Internal speaker for listening to voice-guided navigation commands, MP3 files, and recorded notes and memos.



Left Side View



Top View

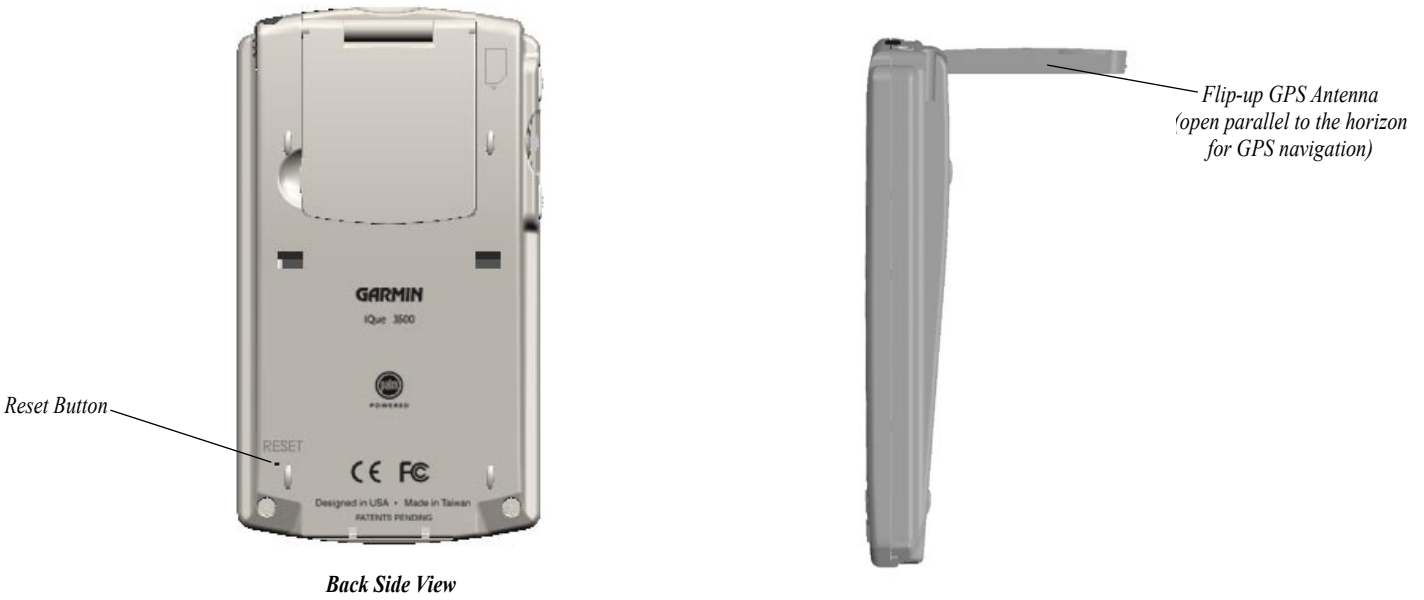


Bottom View

Locating Side, Top, Bottom and Back Panel Components

- **REC Button:** Press to activate the digital voice recorder and speak into the microphone like a tape recorder to record notes or memos.
- **Thumb Wheel:** Rotate up or down to scroll or push in to select items and run applications.
- **ESC Button:** Returns to previous display.
- **Stylus:** Use to tap icons and buttons on the screen or enter data on the Graffiti® 2 writing area. To use the stylus, remove it from the side channel and hold it as you would a pen or pencil.
- **External Antenna Connector:** accepts a Garmin GA27C low profile remote antenna.
- **IR Port:** Uses infrared technology to transmit and receive data to and from other iQue or Palm OS® handhelds and to perform HotSync® operations. See "Beaming Information" in Chapter 8 and "IR HotSync Operations" in Chapter 9 for more information.
- **Expansion Card Slot:** Accepts SD expansion cards for flexible memory storage and additional software.
- **Headphones Jack:** Plug in headphones for listening to MP3 audio files, digital voice recordings, or navigation guidance.
- **AC Charger Connector:** Connects to the AC wall charger for battery recharge only.
- **Interface Connector:** Connects your handheld to the cradle, which in turn connects to a USB port on your computer and to the wall current through the AC adapter. Connecting to the cradle allows you to recharge your iQue handheld and update the information between your handheld and the computer using HotSync® technology.

***NOTE:** Before using the iQue 3600 for the first time, the battery must be charged for three hours. See the Setup Guide, located with the Setup CD, for more information.*



Back Side View

- **Reset Button:** Under normal circumstances, you should not have to use the reset button. See "Resetting your iQue" later in this chapter for information on when and how to use the reset button.
- **Flip-up Integrated GPS Antenna:** Open for satellite reception and GPS navigation. To extend battery life, keep the antenna closed when you are not using the iQue for navigation.

NOTE: *This antenna is designed to receive satellite signals most clearly when it is positioned parallel to the horizon. If the antenna is positioned vertically, the iQue's ability to receive satellites may be dramatically reduced.*

Using the Stylus

Just as you use a mouse pointer to click elements on your computer screen, you can use the stylus to tap elements on your handheld's touch-sensitive screen. Tapping is the basic action used to execute tasks on your handheld.

IMPORTANT: *Always use the point of the stylus for tapping or making strokes on the handheld screen. Do not use a pen, pencil, or any other sharp object to write on the handheld screen. If you misplace your stylus, visit www.garmin.com for information on a replacement.*

With your handheld turned on, you can tap the handheld screen to perform many operations:

- Open applications.
- Choose menu commands.
- Enter data.
- Select options in dialog boxes.
- Open the on-screen keyboard.

Just as you drag the mouse to select text or move objects on your computer, you can drag the stylus on the screen of your iQue to select text. In addition, you can use the stylus to drag the slider of any scroll bar.

Starting Your Handheld and Calibrating the Screen

The first time you start the iQue handheld, setup instructions appear on the screen. These instructions include a calibration screen, or digitizer. Calibration aligns the internal circuitry of the handheld with its touch-sensitive screen so your handheld can detect stylus taps correctly. If you notice that the handheld does not respond properly when you tap the screen with the stylus, you may need to calibrate the screen again.

To calibrate your screen:

1. Tap the **Home (Applications Launcher)** icon. Then tap the **Prefs** icon (you may need to scroll down).
2. In the ▼ pick list in the upper right corner of the screen, tap **Digitizer**.
3. Follow the on-screen instructions.

Using the Multi-Language Feature

If your handheld has the multi-language feature, you will be prompted to select a language once you have calibrated the digitizer.

WARNING: *If the language you choose on your handheld does not match the language you chose when you installed your Palm™ Desktop software, you could suffer data loss. If you are not sure, insert the Setup CD and re-install the Palm Desktop software.*

WARNING: *In order to change to another language, you have to perform a hard reset, which will erase all data on your handheld. If there is data on your handheld that you need to save, perform a HotSync® operation before you change languages.*

To select the language on your iQue:

1. Tap your language choice to highlight it, then tap **OK**. A confirmation screen reminds you that this setting must match the language setting on your Palm Desktop software.
2. If you select **Yes** to change to a language other than English, the handheld will reset.

Adjusting the Brightness of Your Screen

To turn the backlight on or off:

1. Press the **Power** button to turn on the device.
2. Press and hold the **Power** button until the backlight turns on or off. Then release the button.

To adjust the backlight brightness:

1. Tap the **Backlight** icon, located in the Status Bar just below the text input area.
2. Tap and drag the brightness adjustment slider to the desired level. Then tap **Done**.

Brightness Adjustment Slider

NOTE: *Backlight is the most significant factor in reducing or lengthening battery life. Turning the brightness up and/or keeping the backlight on can reduce battery life significantly.*

Cleaning the Touch Panel Screen

To clean the touch panel of the iQue 3600, wipe the surface gently with a soft, lint-free cloth. The cloth may be used either dry or dampened (not wet) with a mild detergent solution or with Ethanol.

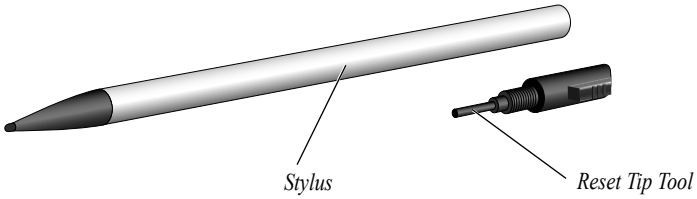
WARNING: *Never use acidic or alkaline detergents, or organic solvents such as paint thinner, acetone, toluene, xylene, propyl alcohol, or kerosene on the touch panel.*

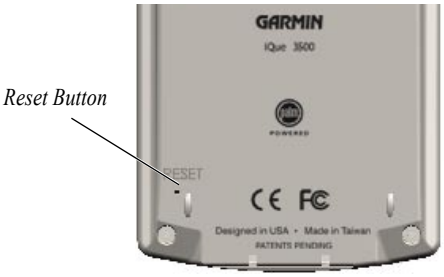
Resetting Your iQue

You may need to perform a reset if your handheld no longer responds to stylus taps or button presses. A soft reset allows your handheld to get a fresh start, similar to rebooting a PC. All records and entries are retained after a soft reset.

To perform a soft reset:

1. Unscrew the head of the stylus to access the reset tip tool, shown below.
2. Use the tool to press and release the Reset button inside the hole on the back of the handheld.





A hard reset erases all records and entries stored in your handheld. Never perform a hard reset unless a soft reset does not correct your problem. When you perform your next HotSync® operation, you can restore any data that you previously synchronized to your computer.

To perform a hard reset:

1. Press the **Reset** button as described above.
2. Immediately after you release the **Reset** button, press and hold the **Power** button until you see the Palm Powered™ logo. Then release the **Power** button.
3. When a message appears on the screen warning that all data stored on the handheld is about to be erased, do one of the following:
   - Complete the hard reset by pressing the upper half of the scroll button on the front of the handheld. The Digitizer screen appears.
   - Press any other button to perform a soft reset.

NOTE: *When you perform a hard reset, the current date and time are retained. Formats, preferences, and other settings are restored to their factory default settings.*

Opening Applications

You can use the Applications Launcher to open any application installed on your handheld. You can also open the four main applications, Date Book, Address Book, To Do List, and QueMap, with the hardware application buttons on the front of your handheld.

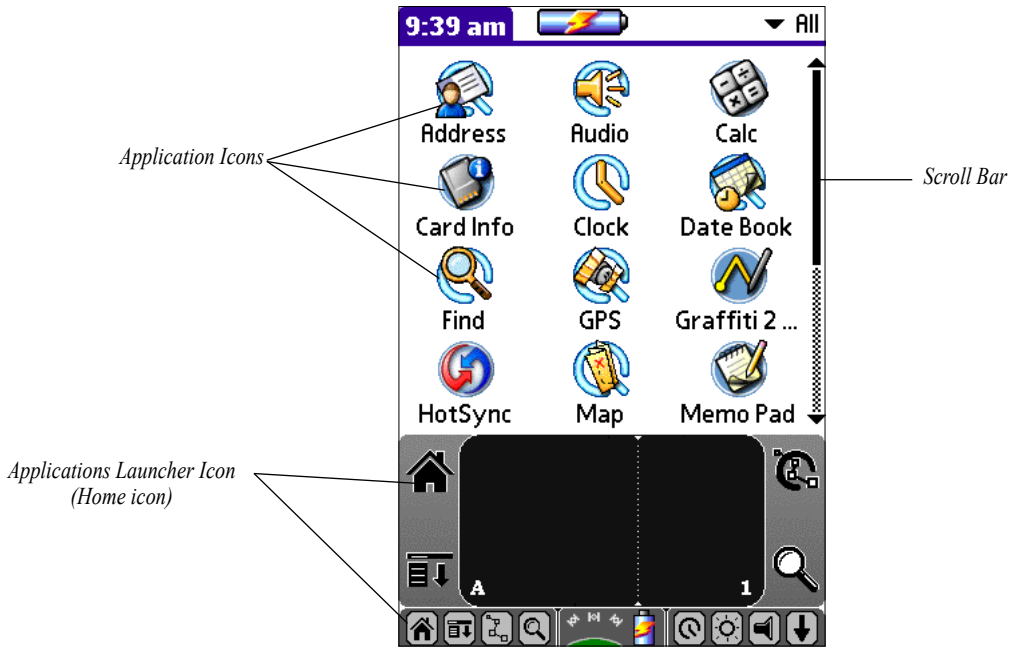
NOTE: *When you press a button on the front of your device, the selected application immediately appears, even if the device was turned off.*

In addition to providing a way for you to open applications, the Applications Launcher displays the current time, battery level, and application category.

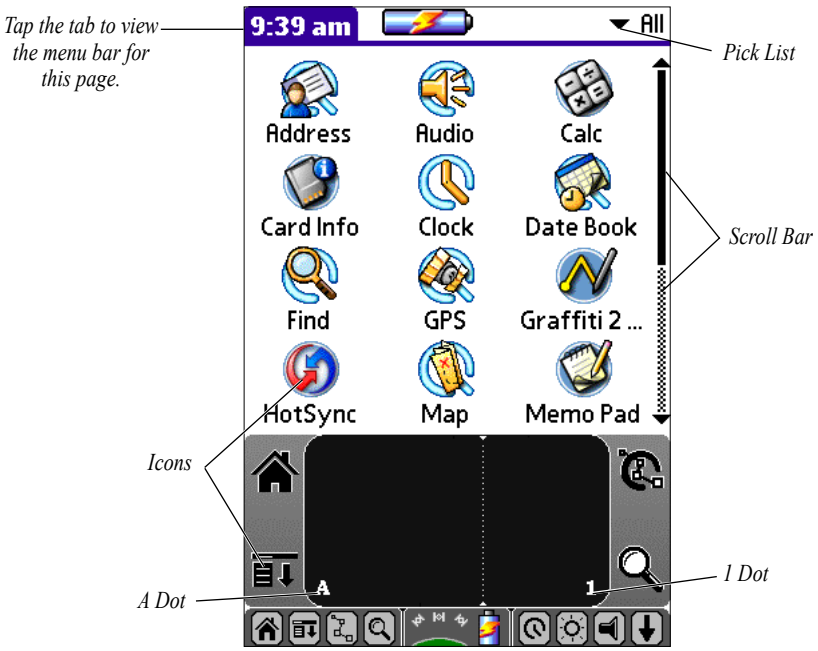
To open an application:

1. Tap the **Home (Applications Launcher)** icon . Repeatedly tapping cycles through several application categories.
2. Tap the icon of the application you want to open. If you have many applications installed on your iQue handheld, tap and drag the scroll bar or press the **Scroll** button down to see all of the available applications.

TIP: *You can find an application quickly by writing the Graffiti® 2 character for the first letter of its name. The Application Launcher scrolls to the first application with a name that begins with that letter.*



Using the Handheld Interface



Your handheld includes the following interface elements:

- **Pick lists** display a list of choices. Tap the black triangle next to the pick list name to display a list of choices, and then tap an item in the list to select it.
- The **scroll bar** moves through long notes or memos. Tap and drag the scroll bar slider to scroll through pages; tap the slider arrow at either end to move one line at a time. To scroll to the previous page, tap the scroll bar just above the slider; to scroll to the next page, tap the scroll bar just below the slider. You can also scroll to the previous and next pages by pressing the **Scroll** buttons up or down on the front of the handheld.
- **Icons** open applications and menus.
- The **A dot** in the input area activates the alphabetic keyboard when tapped. Note that the cursor must be in an input field for this option to work.
- The **1 dot** in the input area displays the numeric keyboard when tapped. Note that the cursor must be in an input field for this option to work.
- The **menu bar** contains a set of menu commands specific to the application. Not all applications have a menu bar.
- The **command bar** lets you tap icons or write a shortcut stroke to initiate a command instead of tapping a command in the menu bar. The icons displayed in the command bar vary within each application.
- **Command buttons** initiate a command when tapped. Command buttons appear in dialog boxes and at the bottom of application screens (examples: **OK** or **Cancel**).
- **Check boxes** indicate the state of the corresponding option. A check mark in a check box means the option is active. If a check box is empty, tap it to insert a check mark. If a check box is checked, tap it to remove the check mark.
- **Next/previous arrows** display the previous and next page of information.
- **Text areas and screens** allow you to enter information.

Using Menus and Menu Commands

Menus on your handheld are easy to use and work the same way in all applications, although the menu commands in each application may be different. Menu commands for each application are described in Chapters 4 and 5. For information on Edit menu commands, see "Using the Edit Menu" in Chapter 5.

Most menu commands have an equivalent Graffiti® 2 command stroke, which is similar to keyboard shortcuts used to execute commands on computers. To use Graffiti 2 menu commands, menus must be closed.

To display a menu bar and choose a command, do one of the following:

- Open an application (such as the Date Book); then tap the Menu icon . Select the desired command from the menu.
- Tap the tab in the upper left corner of the screen. Then tap the desired command from the menu.
- In the text input area of your device's screen, drag a diagonal line from the lower left to upper right to display the Command toolbar. The command bar displays for approximately 4 seconds.

  Tap an icon that represents the command you want, or enter the shortcut for the command in the text input area below the Command toolbar. For example, to choose Select All in the Edit menu, draw the Graffiti 2 command stroke in the text area to display the Command toolbar and then draw the letter S. Note that if you wait more than three seconds to draw the shortcut letter, you'll have to redraw the Graffiti 2 command stroke to redisplay the Command toolbar.

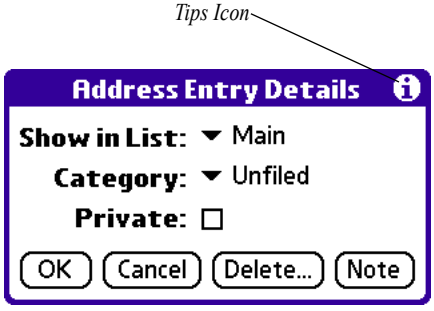
Command Toolbar

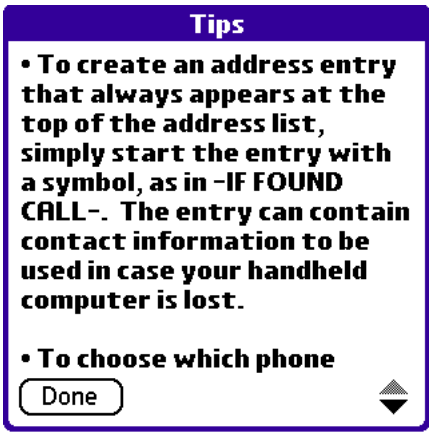
Displaying Tips

Many of the dialog boxes that appear on your handheld contain a **Tips** icon in the upper right corner. Tips anticipate questions you may have and provide shortcuts for using the dialog box or other useful information.

To display a tip:

1. Tap the **Tips** icon .
2. When you are finished viewing the tip, tap **Done**.




Tips
• To create an address entry that always appears at the top of the address list, simply start the entry with a symbol, as in -IF FOUND CALL-. The entry can contain contact information to be used in case your handheld computer is lost.
• To choose which phone
Done

Customizing Your Handheld

You can customize your handheld to do the following:

- Display personal information such as your name and address.
- Display the current date and time, and different date and time formats for other countries and time zones.
- Shut down after a certain amount of time to save battery life.
- Stay on while in the cradle.
- Play sounds at a certain volume level.
- Automatically receive any data beamed to it.
- Use a color theme.

Personalizing Your Handheld

In Owner Preferences, you can enter a name, company name, phone number, and any other information you want to include on your handheld. If you use the Security application to lock your handheld with a password, information that you enter in Owner Preferences appears each time you turn on your handheld.

To change Owner Preferences on your handheld:

1. Tap the **Home** icon . Then tap the **Prefs** icon.
1. Tap the ▼ pick list in the upper right corner and choose **Owner**.
2. In the Owner Preferences screen, enter the text you want to associate with your handheld. If you enter more text than can fit on one screen, a scroll bar appears at the right side of the screen.

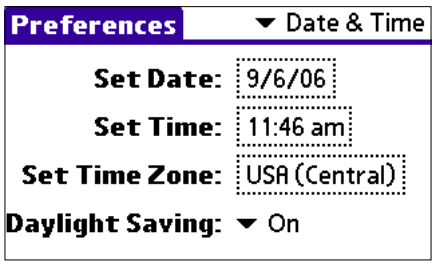
NOTE: *If you have assigned a password to your device using the Security application, you must unlock the Owner Preferences screen to change the information on it. For information about setting a password, see "Assigning and Editing Passwords" in Chapter 3.*

To unlock the Owner Preferences screen:

1. Display the Owner Preferences screen as described above.
2. Tap **Unlock**. The Unlock Message dialog box appears.
3. Enter your current password (the one you entered in the Security application) and tap **OK**.
4. Edit the Owner Preferences text as desired

Setting the Date, Time, and Time Zone

The Date & Time screen allows you to set the date, time, time zone, and Daylight Saving setting for your handheld.



Date & Time Preferences screen

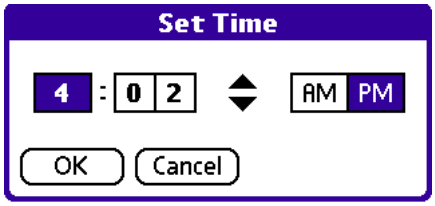
To set the date:

1. Tap the **Home** icon. Then tap the **Prefs** icon.
2. Tap the ▼ pick list in the upper right corner and choose **Date & Time**.
3. In the Date & Time screen, tap the **Set Date** field. The Set Date screen appears.
4. Tap the arrows at the top of the Set Date screen to select the current year.
5. Tap the month; then tap the current date. The Set Date screen closes, and the date you selected appears.

Set Date
2006
Jan Feb Mar Apr May Jun
Jul Aug Sep Oct Nov Dec
S M T W T F S
1 2
3 4 5 6 7 8 9
10 11 12 13 14 15 16
17 18 19 20 21 22 23
24 25 26 27 28 29 30
Cancel
Today

To set the time:

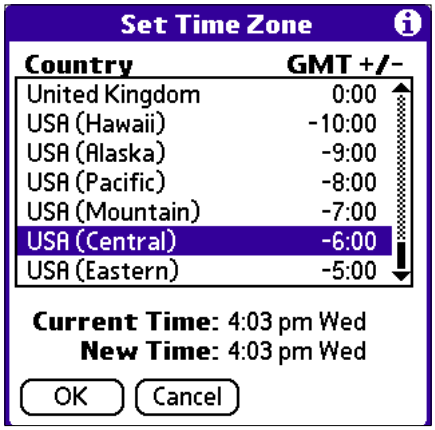
1. Tap the **Home** icon. Then tap the **Prefs** icon.
2. Tap the ▼ pick list in the upper right corner and choose **Date & Time**.
3. In the Date & Time screen, tap the **Set Time** field. The Set Time screen appears.
4. Tap the ▲ and ▼ arrows to change the hour.
5. Tap each minute number, and then tap an arrow to change the number.
6. If available, tap **AM** or **PM**.
7. Tap **OK** to set the new time and return to the Date & Time screen.



NOTE: *To display time based on a 24-hour clock, change the time format. See "Formatting the date, time, and numbers" later in this chapter.*

To set the time zone:

1. Tap the **Home** icon. Then tap the **Prefs** icon.
2. Tap the ▼ pick list in the upper right corner and choose **Date & Time**.
3. In the Date & Time screen, tap the **Set Time Zone** field.



Set Time Zone screen

4. Tap the scroll bar arrows or press the **Scroll** buttons to scroll to your country and time zone.
5. Tap to select your time zone. Then tap **OK**. The time zone you selected appears in the Time Zone field.

TIP: *Choose the time zone from the list that corresponds to where you are. When you travel, use this dialog to change time zones. If you are not sure what time zone you are in, find out what time it is, and select the time zone that shows the current new time. Do not use the time zone dialog to switch between Daylight Saving time and Standard time; use the Daylight Saving pick list.*

To set Daylight Saving time:

1. Tap the **Home** icon. Then tap the **Prefs** icon.
2. Tap the ▼ pick list in the upper right corner and choose **Date & Time**.
3. Tap the **Daylight Saving** ▼ pick list and then tap **On** or **Off**.

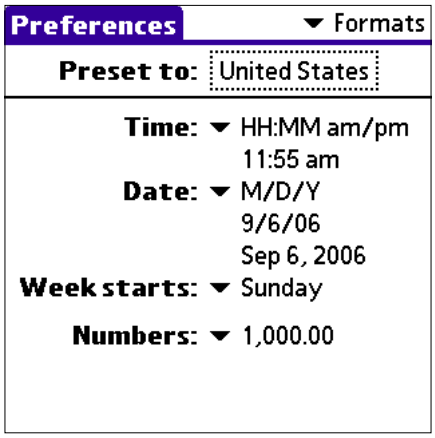
Formatting the Date, Time and Numbers

The Formats Preferences screen allows you to set defaults for time, date, and number formats. You can also preset your handheld to use the formats accepted by a certain country. When selecting a country and time, date, and number formats, keep the following in mind:

- When you select a country, the time, date, and number formats are adjusted, as well as the week's starting day. For example, in Germany, time often is expressed using a 24-hour clock and the starting day of the week is Monday. In the United States, however, time is expressed using a 12-hour clock with an AM or PM suffix, and the starting day of the week is Sunday.
- You can customize your own time, date, and number formats without choosing a preset country.
- The Time setting defines the format for the time of day, which appears in all applications on your handheld.

To choose a country default:

1. Tap the **Home** icon. Then tap the **Prefs** icon.
2. Tap the ▼ pick list in the upper right corner and choose **Formats**.
3. Tap the **Preset To** field. The Set Country screen appears.
4. Tap to highlight a country name. Then tap **OK**.



To change time, date, week start, and numbers formats:

1. Tap the **Home** icon. Then tap the **Prefs** icon.
2. Tap the ▼ pick list in the upper right corner and choose **Formats**.
3. In the Formats Preferences screen, tap the **Time** ▼ pick list and select a format, where H is hour and M is minute.
4. Tap the **Date** ▼ pick list and select a format, where D is day, M is month, and Y is year.
5. Tap the **Week starts** ▼ pick list and select whether you want the first day of the week to be Sunday or Monday.
6. Tap the **Numbers** ▼ pick list and select formats for the decimal point and thousands separator.

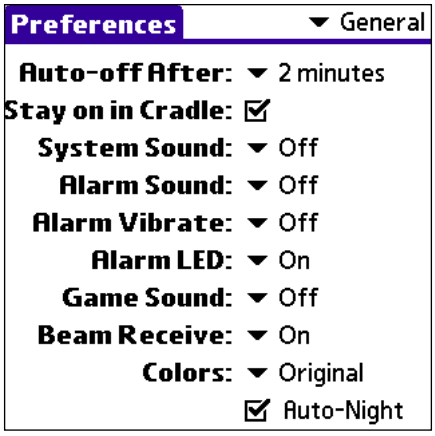
NOTE: *These settings affect the Day, Week, Month, and Agenda views in Date Book and all other aspects of your handheld that display a calendar.*

Setting the Auto-Off Delay Time

You can set your handheld to shut off automatically after a certain period of time to conserve battery power. Auto shut-off turns off the display and backlight after a specified period of inactivity. It is important to remember that if the GPS antenna is open, or if your iQue is connected to an external antenna, the iQue will shut off automatically but the GPS receiver will remain on (and continue to drain battery life). Be sure to close the GPS antenna or disconnect the iQue from its external antenna to conserve battery power. If you find that your handheld shuts itself off before you finish reviewing information on the screen, you can increase the automatic shut-off setting.

To set the auto shutoff interval:

1. Tap the **Home** icon. Then tap the **Prefs** icon.
2. Tap the ▼ pick list in the upper right corner and choose **General**.
3. In the General Preferences screen, tap the **Auto-off After** ▼ pick list and choose an auto shut-off time.



Setting Your Handheld to Stay On While in the Cradle

In order to save battery power, your handheld will shut off after the time interval you set in General Preferences. Battery power is not an issue when your handheld is charging in the cradle, so you may choose to have the handheld remain on while in the cradle.

To set your device to stay on while in the cradle:

1. Tap the **Home** icon. Then tap the **Prefs** icon.
2. Tap the ▼ pick list in the upper right corner and choose **General**.
3. Tap the **Stay on in Cradle** check box to set your handheld to stay on while in the cradle. If you uncheck the box, your handheld shuts off after the period of time that you specify above.

Setting the Sounds and Volumes

You can control the sound for system alerts, alarms, and games using the General Preferences screen. You can also turn the alarm vibrate and alarm LED on and off.

To set alarm and sound volume levels:

1. Tap the **Home** icon. Then tap the **Prefs** icon.
2. Tap the ▼ pick list in the upper right corner and choose **General**.
3. To set sounds and volumes, tap the **System** ▼, **Alarm** ▼, or **Game Sound** ▼ pick list and select a sound level.

NOTE: *Turning off the System Sound also turns off the chime tones used during HotSync® operations. The Game Sound setting typically works only with newer games that are programmed to respond to it.*

Enabling the Alarm Vibrate and Alarm LED

When you enable the Alarm Vibrate and Alarm LED settings, your handheld vibrates, and the LED blinks to notify you of alarms. These settings are useful when you want the Alarm Sound off, but you still want to be notified of alarms.

To enable the Alarm Vibrate and Alarm LED:

1. Tap the **Home** icon. Then tap the **Prefs** icon.
2. Tap the ▼ pick list in the upper right corner and choose **General**.
3. Tap the **Alarm Vibrate** ▼ pick list and select **On** or **Off**.
4. Tap the **Alarm LED** ▼ pick list and select **On** or **Off**.

Turning Beam Receive On and Off

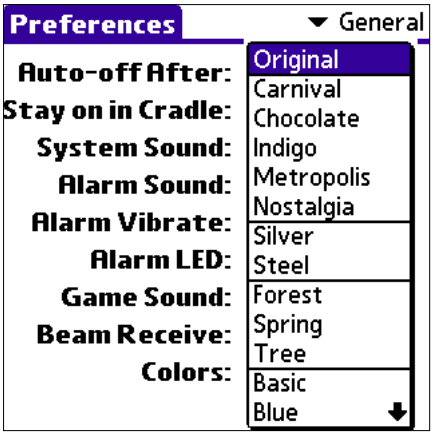
Beaming is discussed in Chapter 8. For information on changing the Beam Receive preferences, see "Turning off Beaming" in that chapter.

Selecting a Color Theme

You can customize the appearance of your color display by selecting one of more than 30 available color themes.

To select a color theme:

1. Tap the **Home** icon. Then tap the **Prefs** icon.
2. Tap the ▼ pick list in the upper right corner and choose **General**.
3. Tap the **Colors** ▼ pick list. Tap the scroll arrows to view all menu items.
4. Tap a color theme. Experiment with other color themes by repeating the steps above.



Palm™ Desktop Software

Palm Desktop software includes the same main applications as your iQue handheld: Address Book, Date Book, To Do List, Memo Pad and desktop e-mail connectivity. You can use HotSync® technology to back up and exchange data between your handheld and your computer.

It is a good idea to back up your data frequently in case something happens to the data on your iQue handheld. Changes you make on your iQue handheld or Palm Desktop software appear in both places after you synchronize.

Using the Palm Desktop software, you can do the following:

- Work with your iQue handheld applications on your computer. Palm Desktop software duplicates the Date Book, Address Book, To Do List, and Memo Pad applications so that you can view, enter, and modify data stored on your handheld.
- Back up the data stored on your handheld with HotSync technology and synchronize the data on your Palm Desktop software. Synchronization is a one-step procedure that ensures your data is always safe and up-to-date. See "Exchanging and Updating Data using HotSync Operations" in Chapter 9 for more information.
- Import and export data so that you can easily transfer data from other applications on your personal computer into applications in your handheld. See "Importing Data" in Chapter 2 for more information.
- Print your Date Book, Address Book, To Do List, and Memo Pad information on any printer.

Connecting the Cradle

The cradle that comes with your iQue handheld enables you to synchronize the information on your iQue handheld with the Palm™ Desktop software using HotSync® technology.

To connect your cradle on a PC-compatible computer:

Plug the cable from the iQue handheld cradle into a USB port on your computer.

NOTE: *Your iQue handheld requires a dedicated port. It cannot share a port with an internal modem or other device. If you are unsure about the exact location of the USB port on your computer, refer to the manual supplied with the computer.*

Upgrade Information

If you do not own another Palm™ Powered device, you may go on to "Installing Palm Destop Software" on the next page. If you already own Palm Powered device, Garmin recommends that you install the version of Palm Desktop Software that comes with your new handheld into the same folder as your current Palm Desktop software. All of your data is preserved when you install the new version in the same folder as the previous version. If you use another Personal Information Manager (PIM) such as Microsoft Outlook, you still must install the most recent HotSync Manager and conduit software for your PIM from the Setup CD that came with your new handheld. You can perform HotSync operations on your new device in exactly the same way as you did on your old handheld, allowing you to quickly synchronize your existing data with your new handheld.

NOTE: *If you used security features (password protection, for example) on your old Palm Powered device, you must upgrade to the most current desktop. The method of storing passwords has changed with the latest release of the desktop. Therefore, your password-protected information will not be synchronized if you do not upgrade.*

To import data from your old Palm™ Powered handheld to your new iQue:

1. Open the Palm™ Desktop and select the user name for your old handheld.
2. Open the Date Book, and select Export in the File Menu. This will export your old Date Book information to an archive file and save it on your computer. Be sure the All option is selected next to Range in the Export As window. Name the Date Book archive file something useful and save it to a location you can easily find again. Click Export.
3. On the Palm Desktop, change the user name to the new iQue user name. In the File Menu, select Import. Select the Date Book archive that you just created. This will import Date Book information from your old handheld to your new iQue user. Click **Import**.
4. Repeat these steps for your Address Book, To Do List and Memo Pad, if applicable.
5. To prepare for the first HotSync operation to synchronize your new handheld with your new Palm Desktop software, go to the HotSync Manager and choose **Custom**.
6. Select your new user name, if is does not already appear in the box.
7. For all conduits, click **Change**, and select the Desktop overwrites handheld option, then click **Done**. For more information, see "Customizing HotSync Application Settings" in Chapter 9.

Installing Palm Desktop Software

For specific instructions on installing Palm Desktop software, please refer to the *Setup Guide*, included with the Setup CD. You will need this CD to install the software. After installation, refer to the online Help in Palm Desktop software for information on how to use the Palm Desktop software.

Using Your Handheld with Another Personal Information Manager

If you prefer to use another Personal Information Manager (PIM), such as Microsoft® Outlook, be sure to install the correct connection software, called a conduuit. Keep in mind, though, that you must install Palm Desktop software to set up your handheld.

CHAPTER 2: ENTERING DATA IN YOUR IQUE HANDHELD

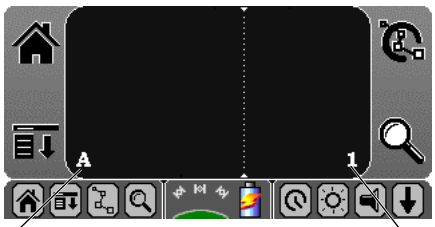
You can enter data into your iQue handheld by using the on-screen keyboard, writing with the stylus in the text input area, using an external keyboard, or importing data from another application.

Using the On-Screen Keyboard

You can open the on-screen keyboard anytime you need to enter text or numbers on your handheld.

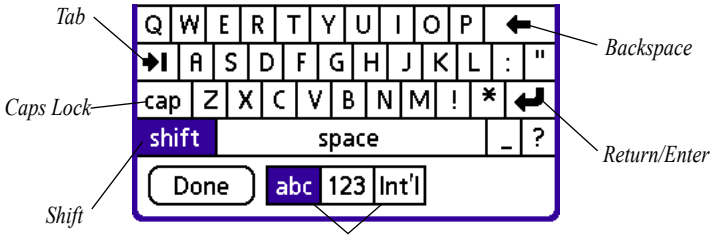
To use the on-screen keyboard:

1. Open any application (such as the Address Book).
2. Tap any record, or tap **New**.
3. Tap **A** on the front of your handheld to display the alphabetic keyboard. or tap **1** on the front of your handheld to display the numeric keyboard. To display the international keyboard, tap either **A** or **1** on the front of your handheld, and then tap **Int'l** at the bottom of the keyboard display.

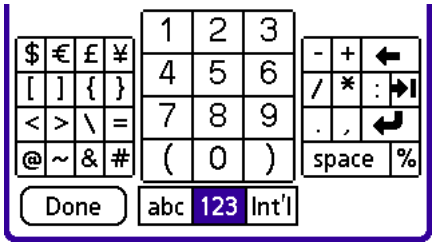


Tap A for alphabet keyboard

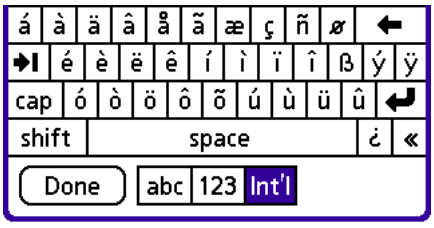
Tap 1 for numeric keyboard



Tap here to display different keyboards.



The numeric keyboard.



The International keyboard.

4. Tap the desired characters or numbers; then tap **Done** to enter the text or numbers.

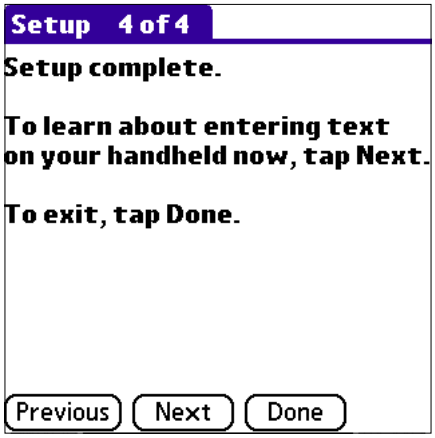
Entering Data Using Graffiti® 2 Handwriting Software

You can use Graffiti 2 strokes to enter letters, numbers, punctuation, and symbols. The Graffiti 2 writing strokes include all letters, numbers, and symbols found on a standard keyboard.

Learning to Write Graffiti 2 Characters

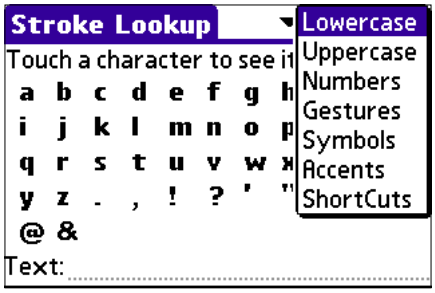
With only a few minutes of practice, you will find it easy to enter accurate text and numbers using Graffiti 2 writing strokes.

The Graffiti 2 demo shows how to use the handwriting software. The first time you turn on your handheld or perform a hard reset, the Welcome application automatically guides you through the setup process. When you complete setup, the iQue 3600 invites you to learn how to use the handwriting software.



You should try the demo if Graffiti® 2 is new to you. After you view the Welcome application the first time, a Graffiti 2 Demo icon will appear on the Applications Launcher screen. Tap on this icon to view the demo at any time.

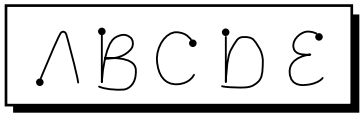
TIP: *When you reach the Stroke Lookup screen of the demo, use the pick list to view the wide variety of characters that you can make. As you tap a character, you will see an animation of the strokes used to form that character.*



General Guidelines for Graffiti® 2 Writing

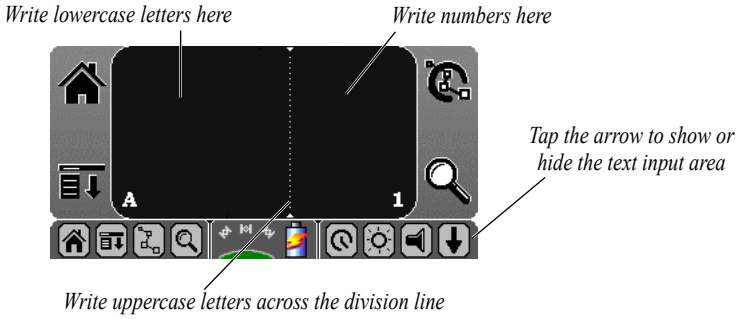
Follow these guidelines to learn and use Graffiti 2 writing strokes successfully:

- To achieve 100% accuracy, practice drawing characters exactly as they appear in the tables later in this chapter.



- The heavy dot in each shape indicates where to start the stroke. Some characters have similar shapes but different starting and ending points. Always start your stroke at the heavy dot. (Do not draw the heavy dot; it is there only as a guideline.)
- The Graffiti 2 writing strokes for letters closely resemble letters of the standard English alphabet, both upper and lower case. Most characters require only a single stroke. When you lift the stylus from the text input area, your handheld recognizes and displays the text character immediately.

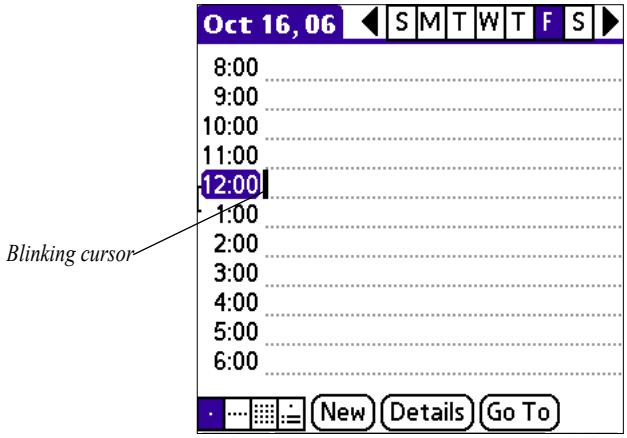
  For multi-stroke characters, a temporary character is displayed after the first stroke, to show that the stroke was recognized. For example, after the first vertical stroke of "t", a temporary "l" is shown. There is a short time delay, during which you must draw the second stroke. Otherwise, the temporary stroke is recorded.
- The text input area is divided into two parts, one for writing lowercase letters and one for writing numbers. The small marks at the top and bottom of the text input area define the division line. To have your handheld recognize letters and numbers, you must begin letter strokes on the left side and number strokes on the right side of the text input area. Uppercase letters are formed by writing across the division line.


Write lowercase letters here
Write numbers here
Tap the arrow to show or hide the text input area
A
1
Write uppercase letters across the division line

- A special feature of the iQue handheld is a collapsible or "soft" Graffiti® 2 input area to maximize the display area. In some applications, you can hide the text input area by tapping on the down arrow in the lower right corner. In some Que applications, the text area is automatically hidden for full screen display. To show the text input area again, tap on the up arrow.

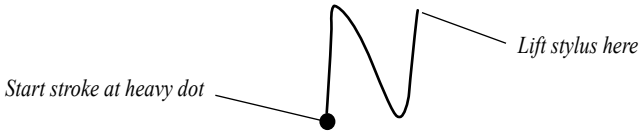
To write Graffiti® 2 letters:

1. Tap the screen where you want to write text (for example, on a line next to a time in the Date Book).



NOTE: *A blinking cursor must appear on the screen above the Graffiti 2 writing area before you can begin writing text.*

2. Use the tables on the following pages to find the stroke shape for the letter you want to write. You use the same shape to create both the lowercase letter and the uppercase letter .
3. Position the stylus in the left hand side of the text input area for lowercase letters or across the division line for uppercase letters.
4. Start your stroke at the heavy dot and draw the stroke shape as it appears in the table. For example, the stroke shown below creates the letter n.



5. Lift the stylus from the screen at the end of the stroke shape.
6. Your handheld recognizes your stroke immediately and displays the letter at the on-screen insertion point. As soon as you lift the stylus from the screen, you can begin the stroke for the next character you want to write.

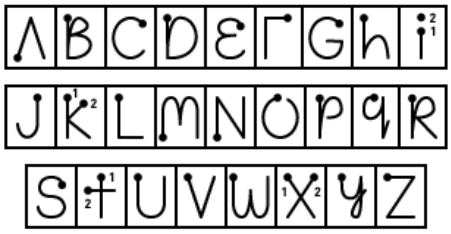
Graffiti® 2 Tips

When using Graffiti 2 writing, keep the following tips in mind:

- For greater accuracy, draw letters with large strokes; strokes that nearly fill the text input area are easily interpreted.
- To delete characters, set the insertion point to the right of the character you want to delete. Then draw the Backspace stroke (a line from right to left) in the text input area.
- Write at natural speed. Writing too slowly can produce errors.
- Do not write at a slant. Keep vertical strokes parallel to the sides of the text input area.
- When letters and numbers can be written using two different strokes, use the one that is easiest for you.
- Press firmly.

The Graffiti® 2 Alphabet

Draw Graffiti 2 letters according to the following alphabet.

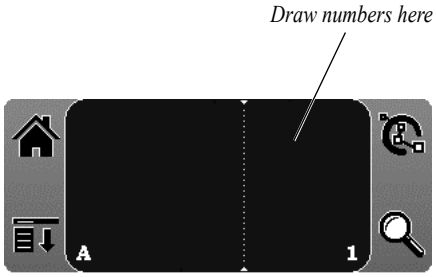


Writing Capital Letters

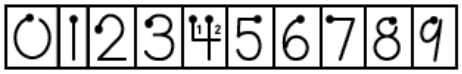
Graffiti® 2 writing automatically capitalizes the first letter of a new record or sentence. To write additional capital letters, use the same character stroke used for a lowercase letter, but write across the division line.

Writing Numbers

To write numbers using Graffiti 2 strokes, draw in the right side of the text input area.



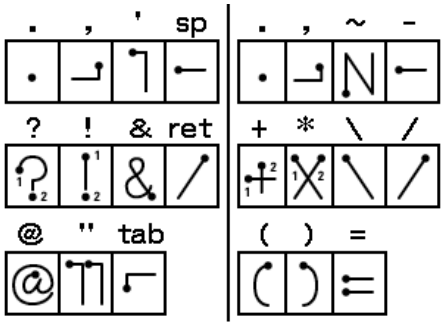
Draw numbers using the following strokes.



Writing Punctuation Marks and Other Special Characters

Using Graffiti 2 writing, you can create any punctuation symbol or special character available on any standard keyboard.

The period and comma punctuation marks can be written on either side of the text input area (the letter or number side). Other common punctuation marks can be written on one side or the other of the text input area according to the chart below (in general, more frequently used punctuation is on the left side).



Writing Accent Marks

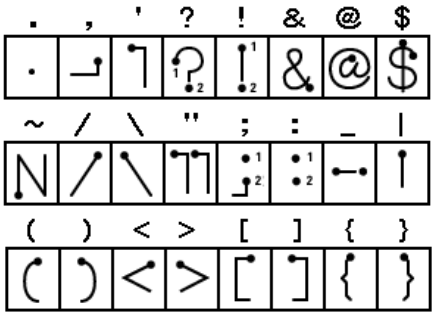
When writing letters with accent marks, first write the letter stroke on the left side (or in the center for uppercase letters) of the input area. Then quickly write the accent stroke on the right side of the input area, as shown in the following illustration.

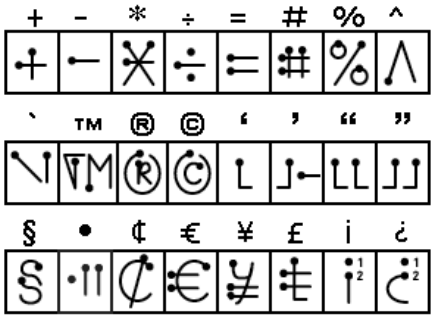
Writing Symbols and other Special Characters

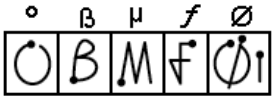
Use the Shift command to write Symbols and other special characters. To use the Shift command, make a vertical stroke from the bottom to the top in the text input area. A Shift indicator arrow ⬆ appears in the lower right corner of the screen. While this arrow is visible, you can make the punctuation shift characters shown in the following illustration. Once the arrow goes away, the punctuation mark appears.

TIP: *Using an additional Shift stroke to finish writing the character (as shown in the demo) is optional but will make the character appear more quickly.*

Draw punctuation and symbols using the punctuation shift command and the following strokes:





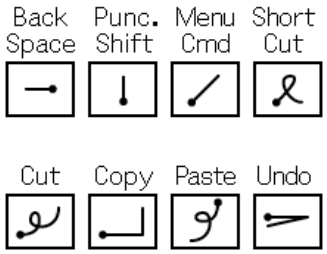


Note that when you write punctuation characters with the Shift command, you can write them on either side of the text input area. Even though this requires writing an additional stroke, you may find it more convenient because you do not have to remember which side of the input area to make the stroke.

TIP: *Samples of the character strokes are available in the Graffiti® 2 Help file. To view the Help file, drag the stylus from the text input area to the top of the screen. Note that the accented characters appear on a Punctuation Shift screen but do not use the Shift command. To write uppercase accented characters, write the letter across the division mark, just as you would an ordinary letter.*

Using Graffiti® 2 Gestures

Gestures are editing commands, such as cut, copy, and paste. To use gestures, draw the following strokes:



Using Graffiti® 2 ShortCuts

Graffiti 2 ShortCuts allow you to quickly enter commonly-used words or phrases. ShortCuts are similar to the Glossary or Autotext features of some word processors. Graffiti 2 writing comes with several predefined ShortCuts. You can also create your own ShortCuts for any words, letters, or numbers.

You can create ShortCuts for words or phrases up to 45 characters long using ShortCut preferences. For example, you could create a ShortCut for your name or for the header of a memo. All ShortCuts you create appear on the list in the ShortCut Preferences screen. ShortCuts are available in any of your handheld applications and are backed up on your computer when you perform a HotSync® operation.

Your handheld includes the following predefined Graffiti 2 ShortCuts for common entries:

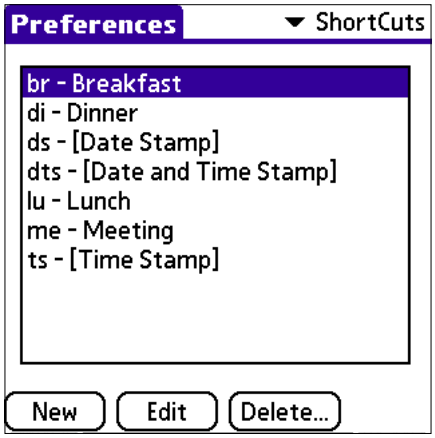
- ds—Date stamp
- ts—Time stamp
- dts—Date/time stamp
- me—Meeting
- br—Breakfast
- lu—Lunch
- di—Dinner

To use a ShortCut, draw the ShortCut stroke followed by the ShortCut character or characters. When you draw the ShortCut stroke, the ShortCut symbol appears at the insertion point.

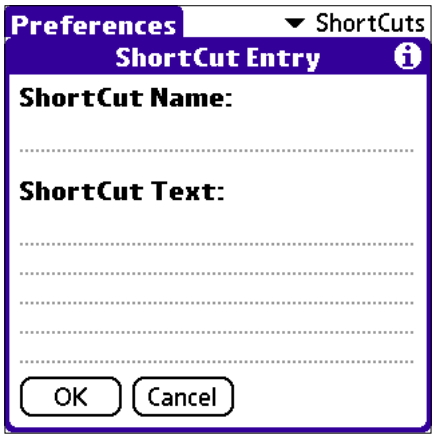
Shortcut stroke

To create a ShortCut:

1. Tap the **Home** icon. Then tap the **Prefs** icon.
2. Tap the ▼ pick list in the upper right corner and choose **ShortCuts.**
3. Tap **New**. The ShortCut Entry screen appears.



4. Tap the ShortCut Name line and enter the letters you want to use to activate the ShortCut.



5. Tap the ShortCut Text area and enter the text you want to appear when you write the ShortCut characters. You can add a space character after the last word in your ShortCut text so that a space always follows the ShortCut text.
6. Tap **OK**.

To edit a ShortCut:

1. In the ShortCut Preferences screen, tap the ShortCut you want to edit.
2. Tap **Edit**.
3. Make the changes you want, then tap **OK**.

To delete a ShortCut:

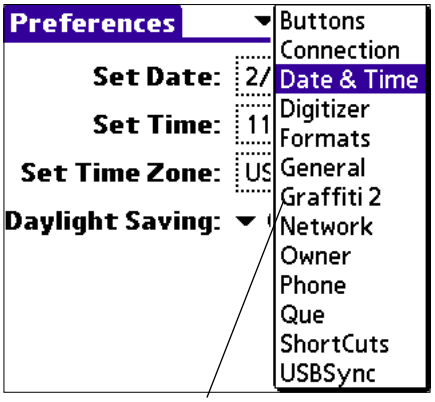
1. In the ShortCut Preferences screen, tap the ShortCut you want to delete.
2. Tap **Delete**; then tap **Yes**.

Using the Graffiti® 2 Tuner

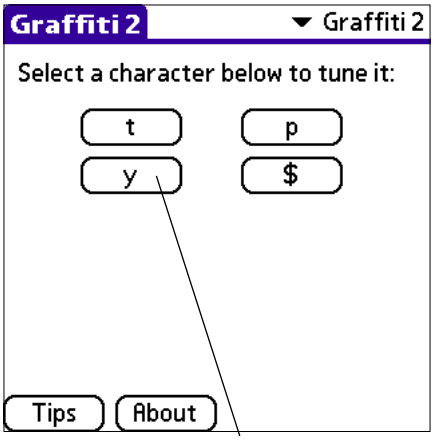
The Graffiti 2 tuner allows you to use alternate strokes for making the characters T, P, Y and $. For example, you may want to form the letter "T" by using strokes similar to a space and an "L".

To use the tuner:

1. Tap the **Home** icon. Then tap the **Prefs** icon.
2. Tap the ▼ pick list in the upper right corner and choose **Graffiti 2.**
3. Tap one of the letters available for you to tune. Tap to check the box if you want to use the alternate strokes described to enter that character. Then tap **Done**.



Tap on Graffiti 2 here



Tap on a letter to tune

Using Your Computer Keyboard

At times, you may prefer to use your computer keyboard rather than the on-screen keyboard to enter information or add new records to your handheld.

You can enter information from your computer keyboard using Palm™ Desktop software or any supported personal information manager (PIM) installed for use with your handheld. You can then perform a HotSync® operation to synchronize the information on your computer with the information you entered on your handheld. All the main applications on your handheld are available in Palm Desktop software and in most PIMs.

Refer to the Palm Desktop online Help for more information on entering data on your computer.

Importing Data

If you have data stored in computer applications such as spreadsheets and databases, or if you want to import data from another device, you can transfer the data to your iQue handheld without having to enter it manually. Save the data in one of the file formats listed below, import it into Palm™ Desktop software, and then perform a HotSync® operation to transfer the data to your handheld.

Palm Desktop software can import data in the following file formats:

- Comma delimited (.csv, .txt): Address Book and Memo Pad only.
- Tab delimited (.tab, .tsv, .txt): Address Book and Memo Pad only.
- CSV (Lotus Organizer 2.x/97 Mapping): Address Book only.
- Date Book archive (.dba).
- Address Book archive (.aba).
- To Do List archive (.tda).
- Memo Pad archive (.mpa).

Archive formats can only be used with Palm Desktop software. Use the archive file formats to share information with other people who use Palm Powered™ handhelds or to create a copy of your important Palm Desktop information.

To import data:

1. Open **Palm Desktop** software.
2. Click to select the application where you want to import data.
3. If you are importing records that contain a field with category names, do the following:
   a. Select **All** in the Category box at the top of the window.
   b. Make sure that the same categories that appear in the imported file also exist in the application. If the categories do not exist, create them now; otherwise, the records will be imported into the Unfiled category.
4. Choose **File** > **Import**. Then select the file you want to import and click **Open**.
5. To import data into the correct Palm Desktop fields, drag fields in the left column so that they are opposite the corresponding imported field on the right.
6. To exclude a field from being imported, deselect the checkbox for that field.
7. Click **OK**. The imported data is highlighted in the application.
8. To add the imported data to your handheld, perform a HotSync operation.

See Palm Desktop online Help for more information on importing and exporting data.

Using An External Keyboard

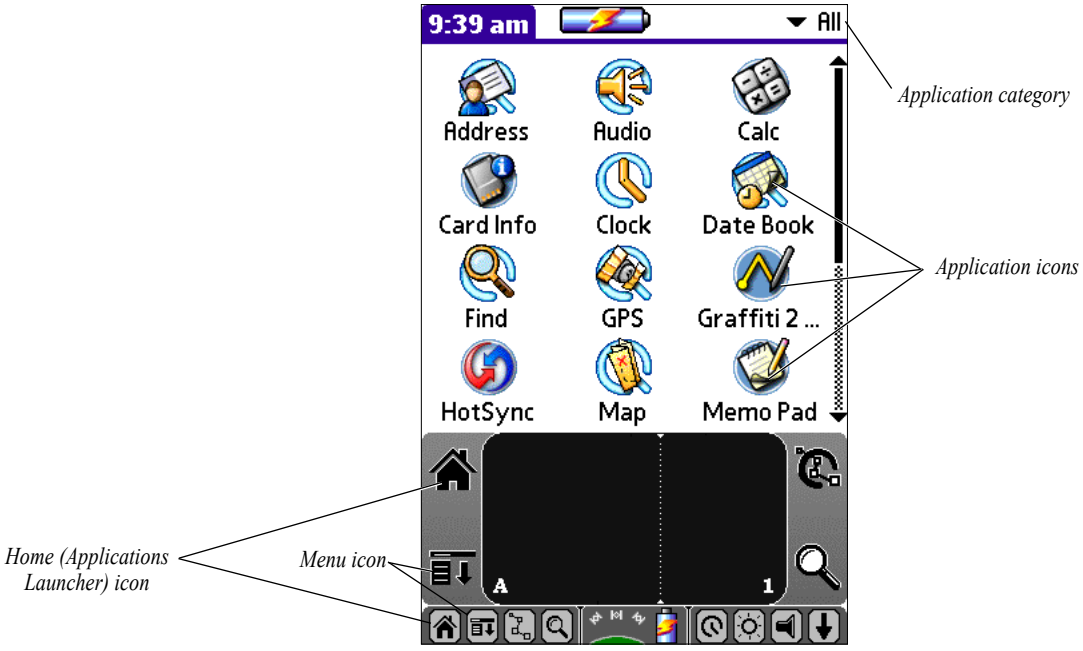
You can connect an external keyboard accessory to the serial connector of your handheld so you can type data directly into your handheld. External keyboards are very useful for typing large amounts of data quickly and accurately while you are away from your computer.

CHAPTER 3: MANAGING APPLICATIONS

This chapter explains how to switch between applications on your iQue handheld, how to personalize application settings, and how to categorize applications into related groups.

Using the Applications Launcher

The Applications Launcher displays all the available applications on your handheld by default. You can also display only selected applications by arranging applications into categories. To open the Applications Launcher, tap the **Home** (**Applications Launcher**) icon .



Selecting Applications

Your iQue handheld is equipped with a variety of applications. All the applications installed on your handheld appear in the Applications Launcher. In addition to providing a way for you to open applications, the Applications Launcher displays the current time, battery level, and application category.

To open an application, choose from the following options:

- Tap the **Applications Launcher** icon; then tap the icon of the application you want to open. If you have many applications installed on your iQue handheld, tap the scroll bar to see all available applications.
- Press an application button on the front panel to display the selected application immediately.
- Press the **Thumb Wheel** Up or Down to highlight the desired application, then press In on the thumb wheel to display the application.

NOTE: *To switch between applications, tap the Applications Launcher icon or press an application button on the front panel of your handheld. Your handheld automatically saves your work in the current application and displays it when you return to that application.*

Categorizing Applications

Categories can help you manage the number of application icons that appear on screen in the Applications Launcher. You can assign an application to a category and then display a single category or display all your applications.

To create a new application category:

1. Tap the **Home** icon. Then tap the **Menu** icon.
2. Tap the **App** menu and then tap **Category**.
3. Tap the ▼ pick list for any application and select **Edit Categories...**. Then tap **New**.
4. Enter a new category name and tap **OK**. Then tap **OK** to close.

To categorize an application:

1. Tap the **Home** icon. Then tap the **Menu** icon.
2. Tap the **App** menu and then tap **Category**.
3. Tap the ▼ pick list for the application you want to categorize. Choose a category from the list.
4. Tap **Done**.

To display applications by category:

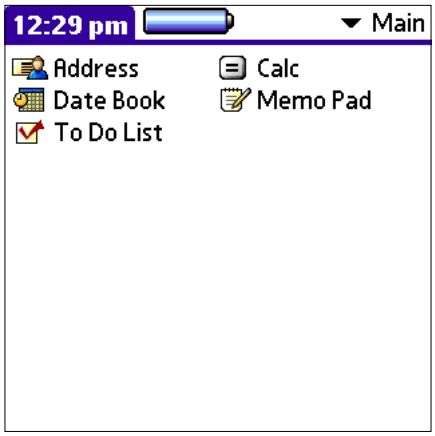
1. Tap the **Home** icon.
2. Do one of the following:
   - Tap the **Applications Launcher** icon repeatedly or press the **ESC** key repeatedly to cycle through all the categories.
   - Tap the pick list in the upper right corner of the screen; then tap the category you want to display.

Changing the Applications Launcher Display

By default, the Applications Launcher displays applications as icons. As an alternative, you can display applications in a list format.

To change the view of applications:

1. Tap the **Home** icon. Then tap the **Menu** icon.
2. Tap the **Options** menu and then tap **Preferences**.
3. From the **View By** ▼ pick list, tap List. Then tap **OK** to see your applications in list format.



"Main" applications in list format

In addition to displaying applications by icon or list, you can choose to display the last-selected category of applications each time you open the Applications Launcher.

To display the last-selected category of applications:

1. Tap the **Home** icon. Then tap the **Menu** icon.
2. Tap the **Options** menu and then tap **Preferences**.
3. In the Preferences dialog box, tap the box next to **Remember Last Category**.
4. Tap **OK**. Each time you return to the Applications Launcher, the handheld displays the last category of applications you selected.

NOTE: *If you do not select the Remember Last Category option, all applications display when you open the Applications Launcher.*

Setting Preferences for Applications

You can set preferences for individual applications in the Preferences dialog box. Not all applications have preference settings.

To set preferences for an application:

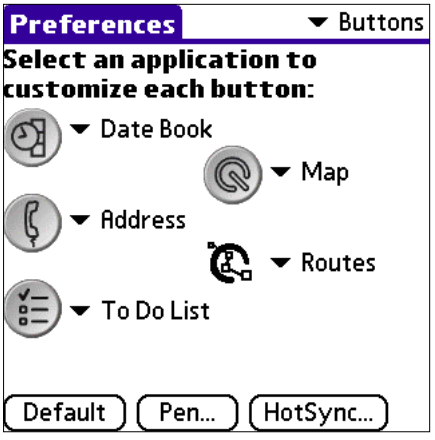
1. Open an application. For instructions, see "Selecting Applications" earlier in this chapter.
2. Tap the **Menu** icon.
3. Tap the **Options** menu and then tap **Preferences**.
4. Enter the desired preference settings and tap **OK**.

Assigning Applications to Buttons

Buttons Preferences allows you to assign different applications to the buttons on the front of the handheld and to the HotSync® button on the cradle. For example, if you find that you seldom use the To Do List and often use the Memo Pad, you can assign the To Do List button to start the Memo Pad application.

You can also change whether the full-screen pen stroke activates the Graffiti® 2 Help application or another handheld command using Buttons Preferences.

If you assign a different application to a button, you can still select the original application using the Applications Launcher. Changes made in the Buttons Preferences screen or HotSync Buttons dialog box take effect immediately.



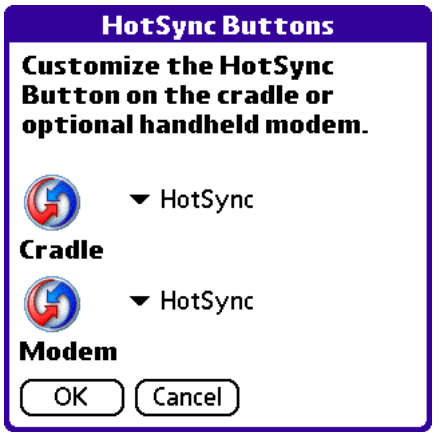
To change the Buttons Preferences:

1. Tap the **Home** icon. Select **All** from the ▼ pick list in the upper right corner. Then tap the **Prefs** icon.
2. In the ▼ pick list in the upper right corner, tap **Buttons**.
3. In the Buttons Preferences screen, tap the pick list next to the button you want to re-assign.
4. Tap the application that you want to assign to the button.

TIP: *To restore all of the buttons to their factory settings, tap Default.*

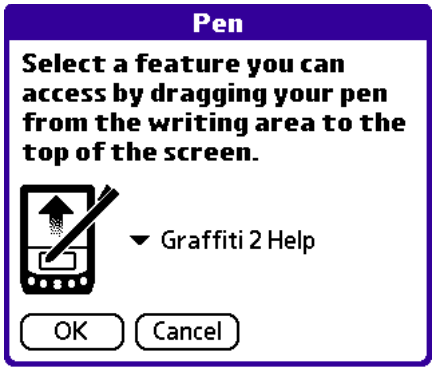
To change the HotSync® buttons preferences:

1. Tap the **Home** icon. Then tap the **Prefs** icon.
2. Tap the ▼ pick list in the upper right corner and choose **Buttons**.
3. In the **Buttons Preferences** screen, tap **HotSync**.
4. Tap the pick list next to the button you want to assign.
5. Tap the application you want to assign to each button. The default setting for each button is the HotSync setting, which means the cradle and optional modem accessory perform their normal HotSync functions.
6. Tap **OK**.



To change what the full-screen pen stroke activates:

1. Tap the **Home** icon. Then tap the **Prefs** icon.
2. Tap the ▼ pick list in the upper right corner and choose **Buttons**.
3. In the **Buttons Preferences** screen, tap **Pen**.
4. Tap the pick list and choose a command or control to activate with the full-screen pen stroke:


Pen
Select a feature you can access by dragging your pen from the writing area to the top of the screen.
Graffiti 2 Help
OK
Cancel

- **Backlight** turns on the backlight of your handheld.
- **Keyboard** opens the on-screen keyboard for entering text characters.
- **Graffiti® 2 Help** opens a series of screens that show the complete Graffiti character set.
- **Turn Off & Lock** turns off and locks the handheld. You must assign a password to lock the handheld. When locked, you need to enter the password to use your handheld.
- **Beam Data** beams the current record to another Garmin or Palm Powered™ organizer.

5. Tap **OK**.

Installing Add-On Applications

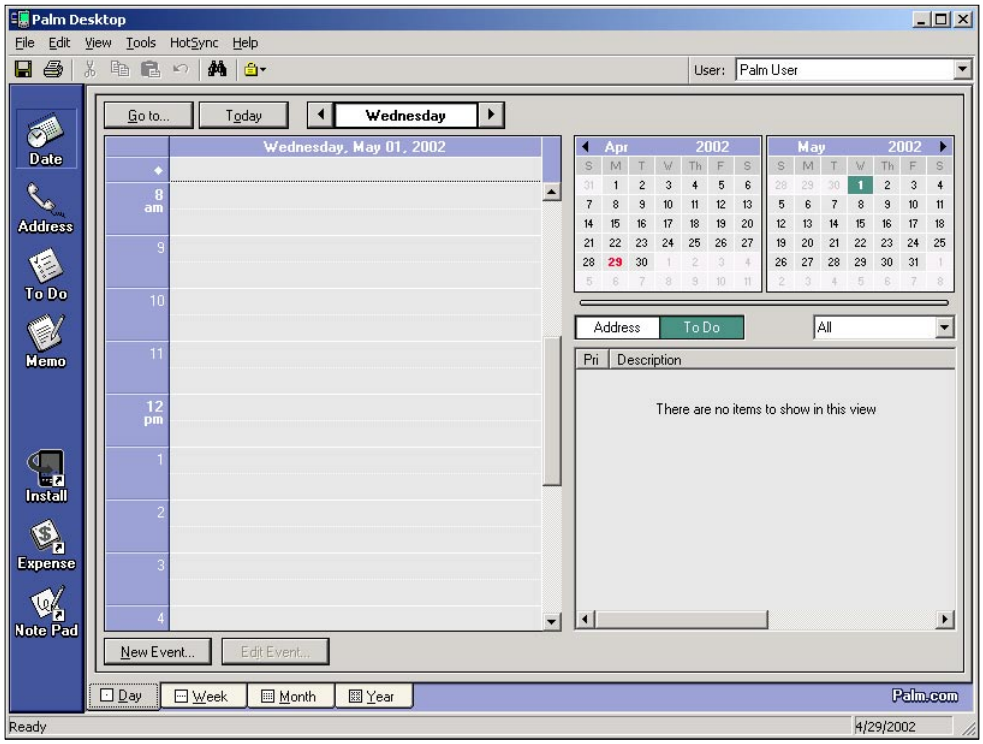
In addition to the applications that came with your handheld, you can install other applications (called add-on applications) using the Install Tool during a HotSync® operation. Add-on applications reside in RAM memory and can be removed at any time; for information, see "Removing Applications" later in this chapter.

Some third-party applications are included on the iQue Setup CD. Just click the applications you want to add to your iQue, and they will be installed the next time you perform a HotSync operation.

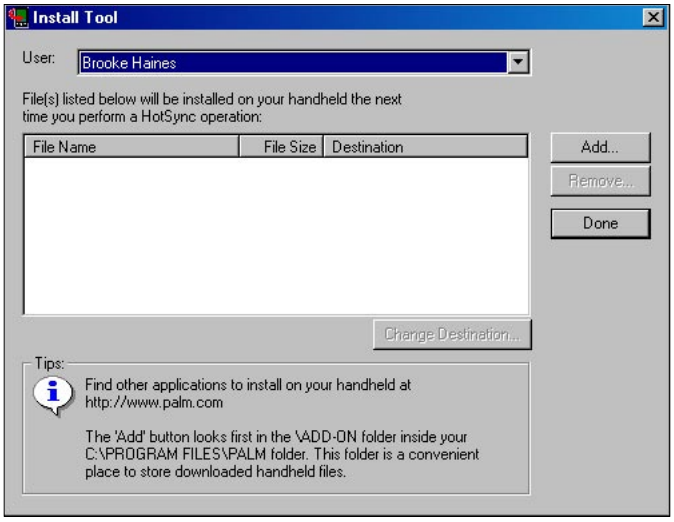
A variety of additional third-party applications, such as games and other software, are available for your device from the following Web site: http://www.palmsource.com/applications.

To install add-on applications onto your handheld:

1. From your personal computer, copy or download the applications you want to install into the add-on folder in your Palm™ Desktop directory or into another folder you can find easily.
2. If the application is compressed, decompress the application before continuing.
3. Double-click the Palm Desktop icon on your computer desktop to open it; then click **Install**.



***TIP:** You can also select the Install Tool dialog box by double-clicking any file with a PRC file extension.*


Install Tool
User:
Brooke Haines
File(s) listed below will be installed on your handheld the next time you perform a HotSync operation:
File Name
File Size
Destination
Add...
Remove...
Done
Change Destination...
Tips:
Find other applications to install on your handheld at http://www.palm.com
The 'Add' button looks first in the \ADD-ON folder inside your C:\PROGRAM FILES\PALM folder. This folder is a convenient place to store downloaded handheld files.

4. In the User drop-down list, select the user name that corresponds to your iQue handheld. Then click **Add**.
5. Locate the file where you saved the new application. Click to highlight the application and then click **Open**. The file appears in the Palm Install Tool dialog box.
6. If you decide not to install an application, click to select it in the list of files in the Palm Install Tool dialog box and then click **Remove**. The application is removed from the dialog box list, but not from your computer.
7. Click **Done**. A message appears to indicate that the application or applications will be installed the next time you perform a HotSync® operation.
8. Perform a HotSync operation to install the applications. See Chapter 9, "Exchanging and Updating Data Using HotSync Operations" for more information.

Removing Applications

You can remove add-on applications, patches, and extensions from your handheld if you run out of memory or no longer need them. However, you cannot remove the built-in applications that reside in the ROM portion of your device, including the Date Book, Address Book, To Do List, Memo Pad, and Calculator applications.

To remove an add-on application:

1. Tap the **Home** icon. Then tap the **Menu** icon.
2. Tap the **App** menu and then tap **Delete**.
3. In the Delete dialog box, tap the application you want to remove.
4. Tap **Delete**. Then tap **Yes**.
5. Tap **Done**.

Removing Palm™ Desktop Software

If you no longer want to use Palm Desktop software, you can remove it from your computer.

To remove Palm Desktop software on Windows:

1. On your personal computer, click the **Start** menu and choose **Settings** > **Control Panel**.
2. Click the **Add/Remove Programs** icon.
3. Select Palm Desktop software; then click **Add/Remove** (or **Change/Remove**.)

NOTE: *You must retain the HotSync® Manager from the installation CD to synchronize data with another PIM.*

Assigning Security Options

Your handheld includes a Security application that lets you protect your handheld from other users in a variety of ways:

- Mask or hide entries you have defined as private. The Mask option displays a gray bar over private records, and the Hide option completely removes (hides) private records.
- Assign a password to viewing options to enhance security. Assigning a password requires you to enter a password before private entries can be viewed; not assigning a password lets you view private entries when you Show Records from the Security dialog box.
- Lock and turn off your handheld so that a password must be entered before you can use the device again.
- Hide records that you have defined as private, with or without a password. Without a password, private records are hidden until you set the Security application to display them; with a password, you must enter the password to view the private entries.

Masking and Hiding Records

You can mask or hide private records. When you mask private records, a visual placeholder appears where the record would normally be displayed; when you hide records, they are not visible anywhere in the list. To mask a record, you must mark it as private first.

To mark a record as private:

1. Open the application where you want to make a record private.
2. Tap to highlight the record.
3. In the Address Book, tap **Edit** and then **Details**. In other applications, tap **Details**.
4. Tap to check the box next to **Private** and then tap **OK**.

To mask private records:

1. Make sure that the record or records you want to mask are defined as private.
2. Tap the **Home** icon . Then tap the **Security** icon .
3. Tap the Current Privacy ▼ pick list and then tap **Mask Records**.

4. Open one of the basic applications and view a record. Records marked as private are masked with a gray bar.

To hide private records:

1. Make sure that the record or records you want to hide are defined as private.
2. Tap the **Home** icon. Then tap the **Security** icon.
3. Tap the Current Privacy ▼ pick list and then tap **Hide Records**. When you return to an application, records marked as private are not included in the list of records.

NOTE: You can mask or hide records without assigning a password, or you can assign a password if you want records to remain masked or hidden until a password is entered.

Assigning and Editing Passwords

You can assign a password to protect your private records and to lock your handheld. Once you define a password, you can change or delete it at any time. You must enter the current password before you can change or delete it.

If you have forgotten your password, you can delete it. See "Recovering From a Forgotten Password" later in this chapter.

To assign, change, or delete a password:

1. Tap the **Home** icon. Then tap the **Security** icon.
2. Tap the **Password** field.
3. To set a new password, enter the password and enter a Hint if you desire. To change an existing password, enter that password. Then tap **OK**.
4. Choose from the following options:
   - To assign a new password, enter the password again to verify it and tap **OK**.
   - To change your password, enter a new password and tap **OK**.
   - To delete your password, tap **Unassign**.

Locking Your Handheld

You can turn off and lock your handheld with a password to protect information. You must then enter the password when you turn on your device to view information on it.

If you forget the password, you must perform a hard reset to resume using your handheld. Performing a hard reset deletes all the records in your handheld; however, you can restore all synchronized data at the next HotSync® operation. See "Performing a Hard Reset" in Chapter 1 for more information.

To lock your handheld with a password:

1. Assign a password, as described in "Assigning and editing passwords" earlier in this chapter.
2. After you enter the password, tap the Auto Lock Handheld field in the Security screen.
3. Enter your current password and tap **OK**.
4. Choose an option for when you want to lock your handheld. Then tap **OK**.
5. To turn off and lock your handheld immediately, tap **Lock & Turn Off...**.

To turn on and unlock your handheld:

1. Turn on your device.
2. Enter your password at the prompt; then tap **OK**.

Recovering From a Forgotten Password

If the Off & Lock option is not active, and you forget your password, you can delete the forgotten password from your handheld. Deleting a forgotten password also deletes all entries and files marked as Private.

IMPORTANT: *If you synchronize with your computer before deleting a forgotten password, your handheld restores private entries the next time you perform a HotSync operation, but does not restore the forgotten password.*

To delete a forgotten password:

1. Tap the **Home** icon . Then tap the **Security** icon .
2. Tap the **Password** field. Then tap **Lost Password**.
3. Tap **Yes** to confirm deleting the forgotten password.

CHAPTER 4: USING BASIC APPLICATIONS

Your iQue Palm OS® handheld with integrated GPS includes the following basic applications:

- Date Book
- To Do List
- Address Book
- Memo Pad
- Calculator
- Que Applications

This chapter describes how to perform tasks that are specific to the basic applications of your iQue Palm OS handheld—like how to schedule appointments in the Date Book and enter names and addresses in the Address Book. For detailed information on performing tasks with the Que applications, please refer to the *Que Applications Guide* that came with your iQue handheld.

Using the Date Book

The Date Book lets you quickly and easily schedule appointments or activities associated with a date or date and time. When you open the Date Book, it displays the current date and a list of times for a standard business day.

Use the Date Book to do the following:

- Schedule events.
- Display your schedule by Day, Week, Month, or Agenda view.
- Set an alarm to sound minutes, hours, or days before a scheduled appointment.
- Attach notes to events to describe or clarify Date Book entries.
- Rearrange or delete events from your schedule.

To open the Date Book:

Press the **Date Book** button on your handheld to open the Date Book to today's schedule. The date displays at the top right of the screen.

NOTE: *Press the Date Book button repeatedly to cycle through the Day, Week, Month, and Agenda views. The Date Book views display at the bottom left of the screen.*

Scheduling Events

An entry in the Date Book is called an event. When you schedule an event, its description appears on the time line and its duration is set to one hour by default. You can easily change the start time and duration for any event. You can schedule the following types of events in the Date Book:

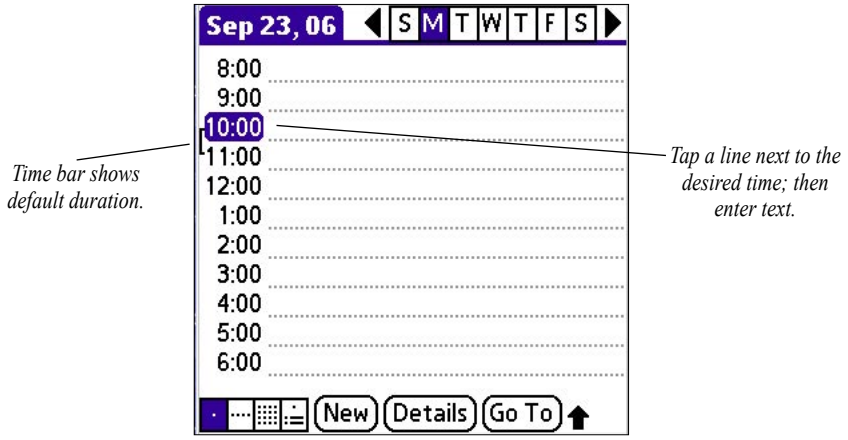
- Timed events, such as meetings, that have a specific date and a specific start and end time.
- Untimed events, such as birthdays, holidays, and anniversaries. These events occur on a particular date but have no specific start or end times; they appear at the top of the list of times marked with a diamond. You can schedule more than one untimed event on the same date.
- Repeating events, such as weekly meetings that are held on the same day at the same time each week.
- Continuous events, such as vacations or conferences.
- All day events, which reflect the default length of the day as set by the user.

Scheduling Timed Events

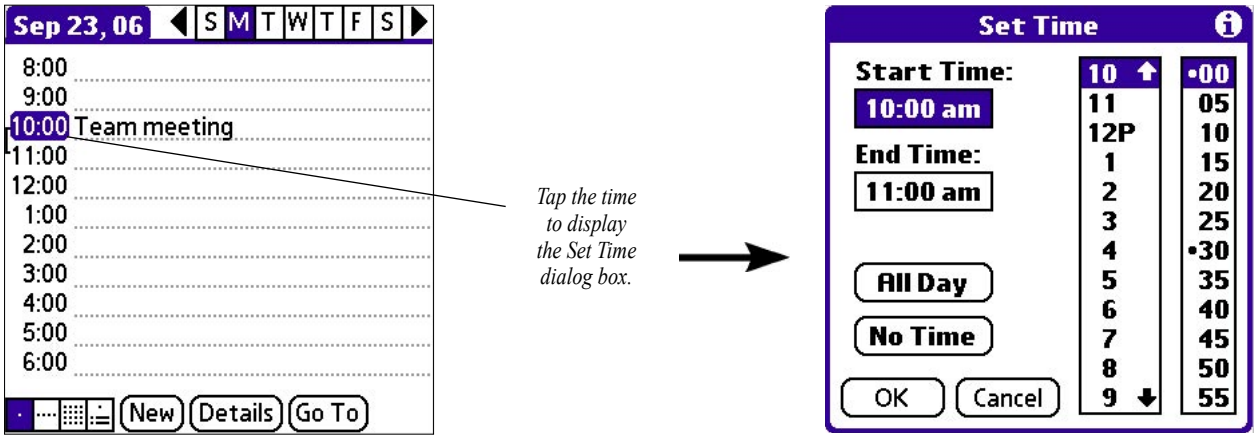
You can schedule timed events for the current date or for future dates.

To schedule a timed event for the current date:

1. Press the **Date Book** button on your handheld to open the Date Book to today's schedule. Day View displays the current date and a list of times for a normal business day.
2. With the current day selected, tap the line next to the time that corresponds to the start of the event.



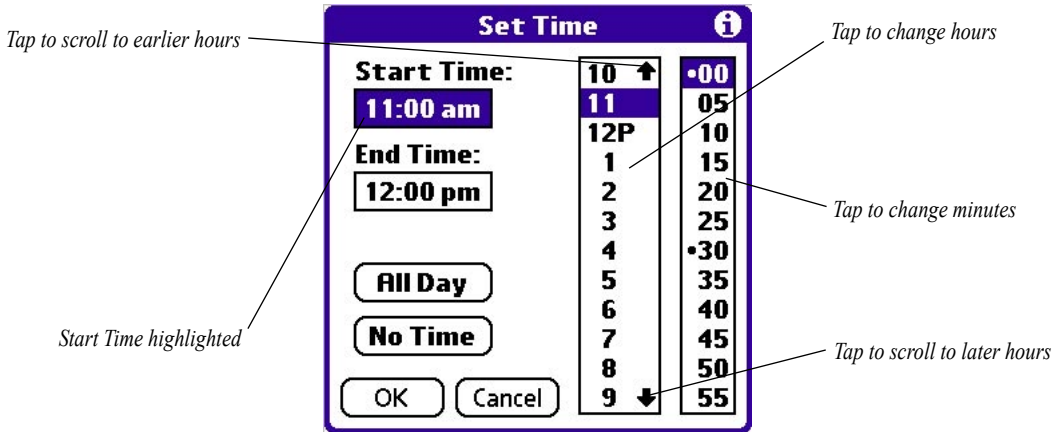
3. Enter a description of the event, up to 255 characters in length.



4. Set the duration for the event:
   - If the event is one hour long, skip to the end of this procedure.
   - If the event is longer or shorter than an hour, tap directly on the time to open the Set Time dialog box.

TIP: *You can open the Set Time dialog box (to select a start time) by making sure no event is selected, and then writing a number on the number side of the text input area.*

5. Set the duration of the event in either of the following ways:
   - Tap the time columns in the Set Time dialog box to set the Start Time. Then tap **End Time** and tap the time columns to set the End Time.
   - Tap **All Day** if the event lasts all day. The default hours of a standard business day are set by the user, and may be changed using the Preferences command in the Date Book application. See "Changing the Displayed Start and End Times" later in this chapter.



6. Tap **OK**.

To schedule a timed event for another date:

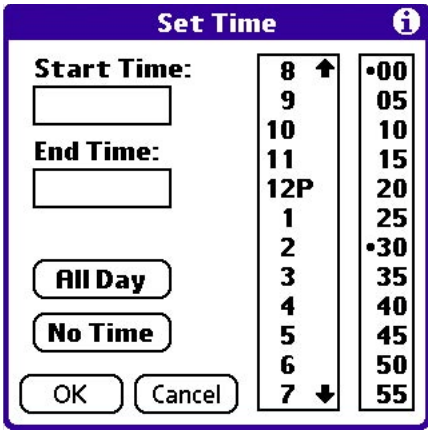
1. Select the date you want in one of the following ways:
   - Tap the desired day of the week in the date bar at the top of the screen. If necessary, tap the **Previous week** or **Next week** scroll arrows to move to another week.
   - Tap **Go To** at the bottom of the screen to open the Go to Date dialog box. Select a date by tapping a year, month, and day in the calendar.
2. After locating the desired date, follow the steps for scheduling an event for the current day.

NOTE: *You can also use the Details button to change the date of an event.*

Scheduling Untimed Events

You can schedule untimed events for any date. Untimed events appear at the top of the list of times and are marked with a diamond.

To schedule an untimed event:



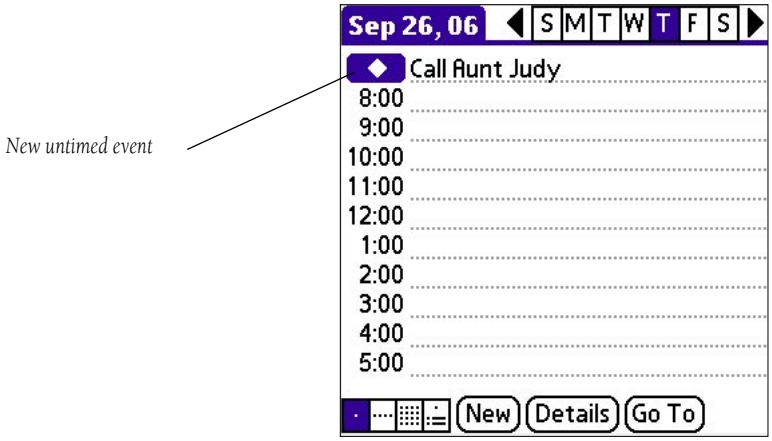
1. Select the event date you want as described in the previous procedure, "To schedule a timed event for another date."
2. Tap **New**.
3. In the Set Time dialog box, tap **No Time**.

NOTE: *You can tap OK instead but make sure nothing is entered for start or end time.*

TIP: *You can create a new untimed event by making sure no event is selected and then writing letters in the text input area. When you start writing, the untimed event appears at the top of the screen.*

4. Enter a description of the event.
5. Tap a blank area on the screen to deselect the untimed event.

NOTE: *If you create a timed event and later want to make it an untimed event, tap directly on the event time on the Date Book screen; then tap No Time and tap OK.*

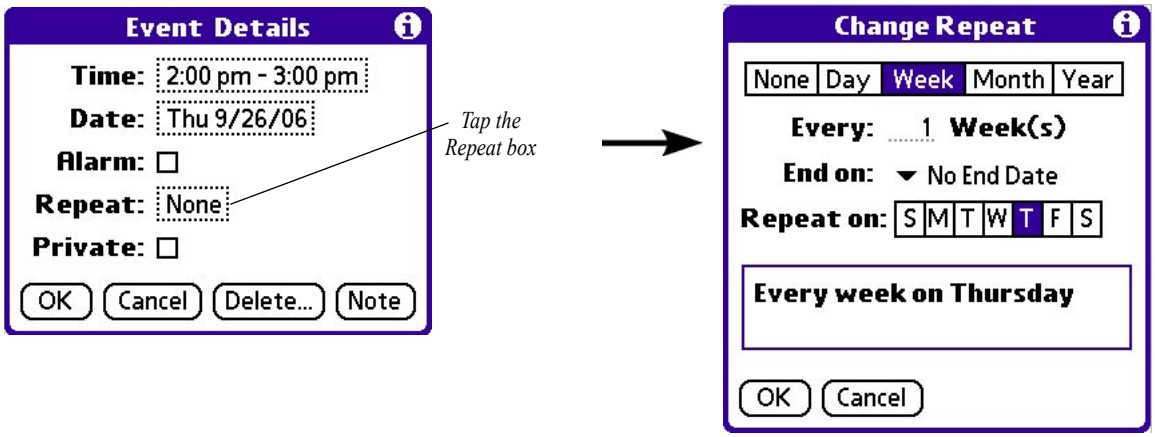


Scheduling Repeating or Continuous Events

The Repeat function lets you schedule events that recur at regular intervals or extend over a period of consecutive days. Repeating events include a birthday or a weekly guitar lesson that falls on the same day of the week and the same time of day. Continuous events might include a business trip or a vacation.

To schedule a repeating or continuous event:

1. Tap the event (Be sure to tap the event and not the time next to the event). Typically, a continuous event is an untimed event.
2. Tap **Details**.
3. Tap the **Repeat** box to open the Change Repeat dialog box.



4. Tap **Day**, **Week**, **Month**, or **Year** to set how often the event repeats. For a continuous event, tap **Day**.
5. Enter a number that corresponds to how often you want the event to repeat on the **Every** line. For example, if you select **Month** and enter the number 2, the event repeats every other month.
7. To set an end date for the repeating or continuous event, tap the **End On** pick list and tap **Choose Date**. Use the date picker to select an end date.
8. Tap **OK**. An icon that represents a repeating event appears to the far right on the event line.

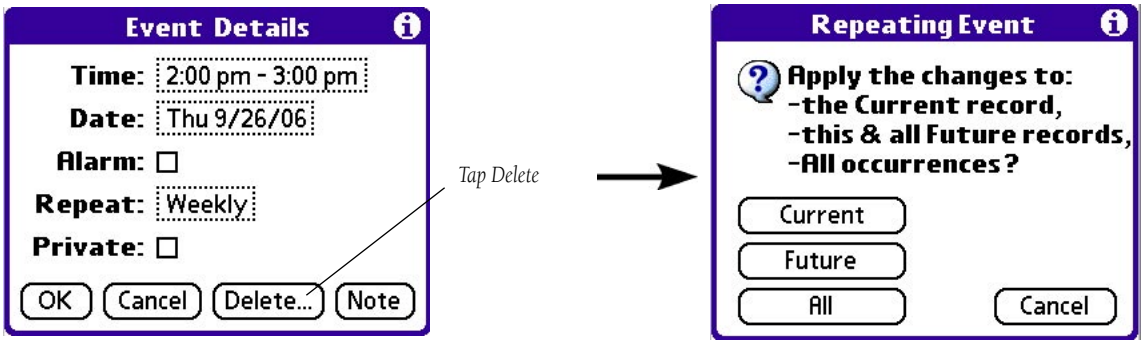
Changing Repeating or Continuous Events

When you make changes to a repeating or continuous event, you have the option of applying the change just to the current event, to the current event and all future occurrences of this event, or to all occurrences of this event—past, present, and future.

To change a repeating or continuous event:

1. Select the event you want to delete.
2. Tap **Details**. The Event Details screen opens.
3. Tap **Delete**. The Repeating Event screen opens asking for confirmation of the delete.

TIP: You can also select Delete Event from the Record menu. This opens the Repeating Event screen.



4. Select one of the following options:
   - **Current** deletes a single occurrence of this event
   - **Future** deletes the current event and all future occurrences of this event
   - **All** deletes all past, current, and future occurrences of this event.

The event is removed from your Date Book and you are returned to the day view where you started. These steps apply to all changes you make to repeating or continuous events.

Tips for Scheduling Repeating or Continuous Events

Keep the following in mind when scheduling repeating or continuous events:

- If you change the start date of a repeating event, your handheld calculates the number of days you moved the event. Your handheld then automatically changes the end date to maintain the duration of the repeating event.
- If you change the repeat interval (e.g., daily to weekly) of a repeating event, past occurrences (prior to the day on which you change the setting) are not changed, and your handheld creates a new repeating event.
- If you change the date of an occurrence of a repeating event (e.g., from January 14 to January 15) and apply the change to all occurrences, the new date becomes the start date of the repeating event. Your handheld adjusts the end date to maintain the duration of the event.
- If you change other repeat settings (for example, time, alarm, private) of a repeating event and apply the change to all occurrences, your handheld creates a new event. The start date of this new event is the day on which the setting is changed. Past occurrences (prior to the day of the change) are not changed.
- If you apply a change to a single occurrence of a repeating event (e.g., time), that occurrence no longer shows the Repeat icon.

Rescheduling Events

You reschedule events using the Details option in the Date Book. You can also use the Details option to convert untimed events into timed events.

To reschedule an event:

1. Tap the event you want to reschedule.
2. Tap **Details**.
3. To change the time, tap the **Time** box, select a new time, and then tap **OK**.
4. To change the date, tap the **Date** box, select a new date, and then tap **OK**.

Adding Address Book Information and Attaching a Location to an Event

You can add a name, address, and telephone number to an event using the Phone Lookup option. For instructions, see "Using Phone Lookup" in Chapter 5. For information on attaching a location to an event, please refer to the *Que Applications Guide*.

Setting Alarms

The Alarm setting lets you set an audible alarm for events in your Date Book, and display a reminder message on-screen. For untimed events, only the reminder message appears.

Setting an Alarm for an Event

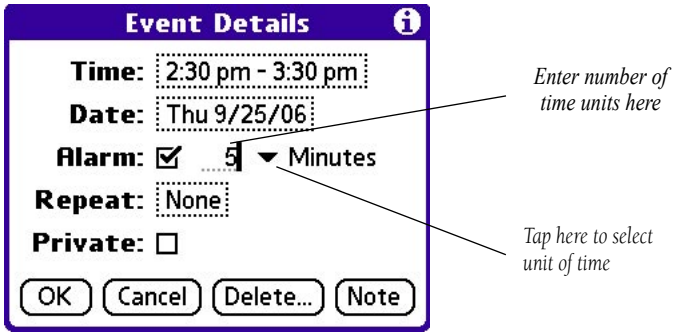
You can set an alarm for minutes, hours, or days before an event. When you set an alarm, an Alarm icon appears to the far right of the event with the alarm.

You can also set a silent alarm for untimed events that displays a reminder message on-screen before the day of the event. The alarm triggers at the specified period of minutes, hours, or days before midnight of the day on which the untimed event begins.

For example, you set a 5-minute alarm for an untimed event that occurs on February 4. The reminder message will appear at 11:55 p.m. on the night of February 3. The reminder remains on-screen until you turn on your handheld and tap **OK** to turn off the reminder.

To set an alarm for an event:

1. Tap the event to which you want to assign an alarm.
2. Tap **Details**.
3. Tap the **Alarm** check box to select it. The default setting, **5 Minutes**, appears.
4. Set the alarm time:
   - Select the **5** next to the Alarm check box and enter any number from 0 to 99 (inclusive) as the number of time units.
   - Tap the pick list to change the time unit; select **Minutes**, **Hours**, or **Days**.

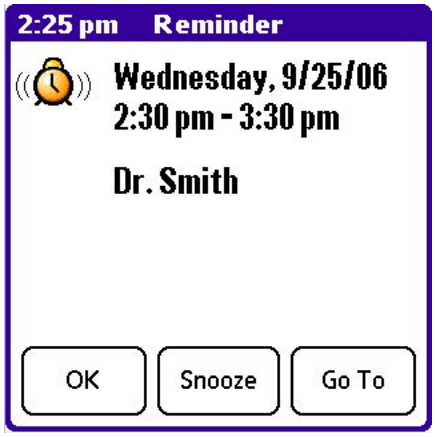


5. Tap **OK**.

Once an alarm has sounded, you can tap the Snooze option to dismiss the alarm for five minutes.

To dismiss the alarm using the snooze option:

When the alarm dialog box appears, tap Snooze to delay the alarm for a preset five-minute period. Each time you tap Snooze, the alarm is dismissed for an additional five minutes.

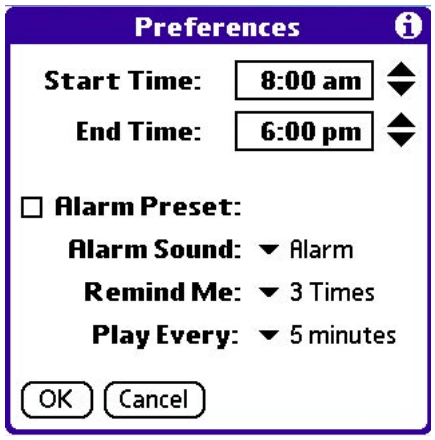


Setting Alarm Options

You can set the alarm to sound automatically for each new event using preferences. You can also set a tone for the alarm and the number of times the alarm sounds.

To set alarm options:

1. Open the **Preferences** dialog box in one of the following ways:
   - In the Date Book, tap the **Menu** icon.
   - Tap the inverted tab at the top of the Date Book screen to display the menu bar.
   - In the text input area, drag a diagonal line from the lower left to upper right to display the Command toolbar. Type an **R**, the Graffiti® 2 shortcut for the **Preferences** command.
2. In the **Options** menu; tap **Preferences**. (See the following page for image.)
3. Select from the following options:
   - Tap **Alarm Preset** to set an alarm for each new event automatically. The silent alarm for untimed events is defined by minutes, days, or hours before midnight of the date of the event.
   - Tap the **Alarm Sound** pick list, and then tap an option to set the tone of the alarm. Options include Alarm, Alert, Bird, Concert, Phone, Sci-fi, and Wake Up.
   - Tap **Remind Me** to define how many times the alarm sounds—once or twice; or three, five, or ten times.
   - Tap **Play Every** to set how often the alarm sounds—every minute; or every 5, 10, or 30 minutes.
4. Tap **OK**.

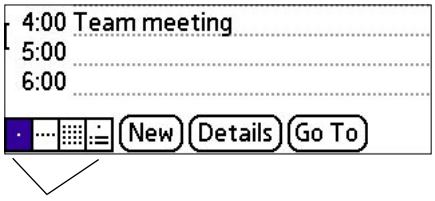


Changing the Date Book View

The Date Book includes four views for displaying your appointments: day view, week view, month view, and agenda view.

To display the Date Book views, do one of the following:

- Press the **Date Book** application button repeatedly to cycle through all the Date Book views.
- Tap a view icon in the lower-left area of the Date Book screen.



Date Book View icons

To display the current time:

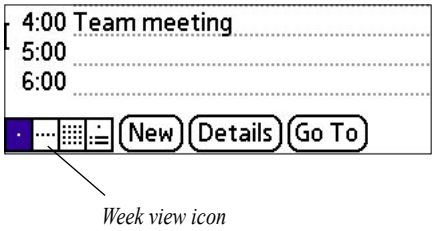
1. Tap and hold down the stylus on the date in the date bar to display the time. (When you release the stylus, the menu bar appears.)
2. Drag the stylus away from the date and then lift to release without displaying the menu bar.

Working in Week View

Week view displays a calendar of your events for an entire week. This view lets you quickly review your appointments and available time slots. In addition, the graphical display helps you spot overlaps and conflicts in your schedule.

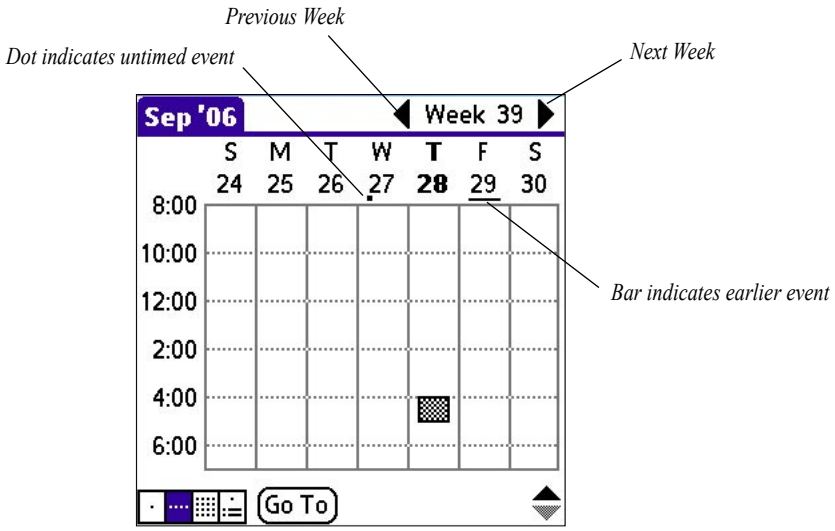
To display Week View:

1. Tap the **Week view** icon or press the **Date Book** button until the Week view appears.



2. Tap the left and right navigation controls to move forward or backward a week at a time, or tap on a specific day to display the details of an event.

NOTE: *The Week View also shows untimed events and events before and after the range of times displayed.*



3. Tap an event to display a description of the event at the top of the screen.

Tips for Using Week View

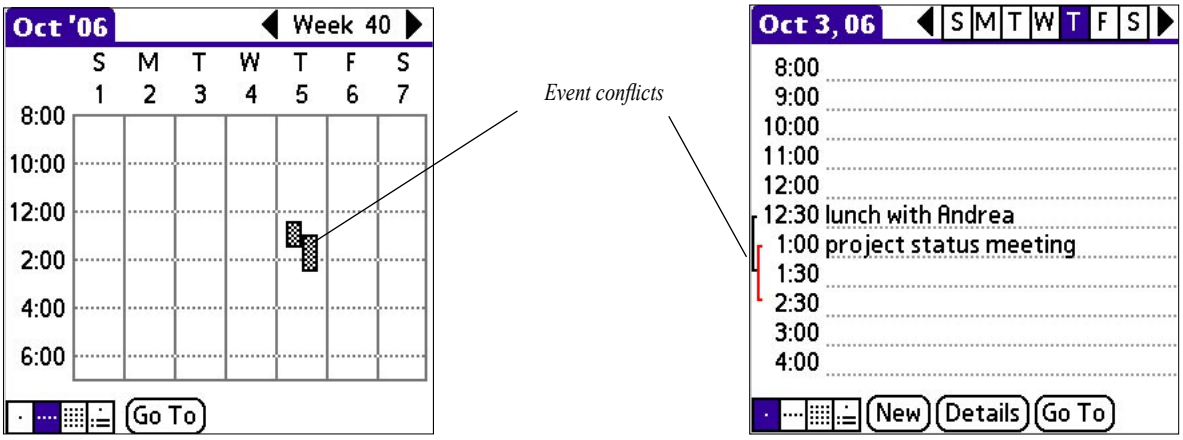
Keep the following points in mind when using Week view:

- To reschedule an event while in Week view, tap and drag the event to a different time or day.
- Tap a blank time on any day to move to that day and select that time for a new event.
- Tap any day or date that appears at the top of the Week view to move directly to that day without selecting an event.
- The Week view displays the time span defined by the Start Time and End Time in the Date Book Preferences settings. If you have an event before or after this time span, a bar appears at the top or bottom of that day's column. Use the on-screen scroll arrows to scroll to the event.

Spotting Event Conflicts

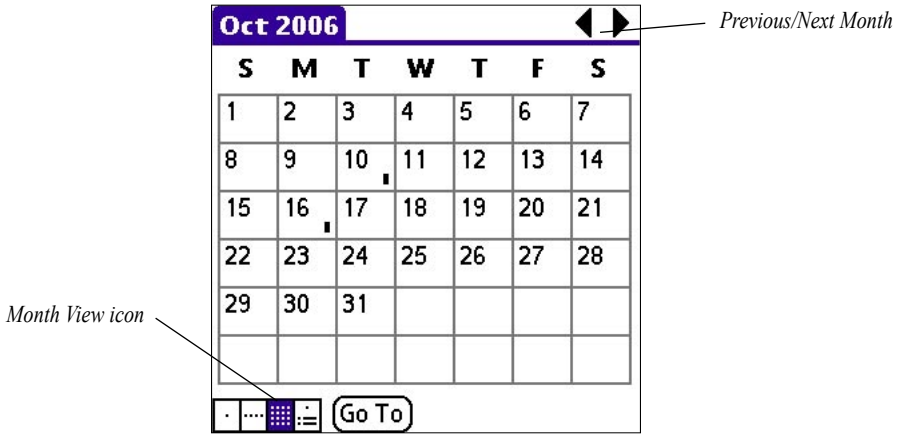
With the ability to define specific start and end times for any event, it is possible to schedule events that overlap (an event that starts before a previous event finishes).

An event conflict (time overlap) appears in the Week view as overlapping time bars and in the Day view as overlapping brackets to the left of the conflicting times.



Working in Month View

The Month View screen shows which days have events scheduled. Dots and lines in the Month view indicate events, repeating events, and untimed events. A dashed line indicates a continuous event, a dot on the right side indicates an event, and a dot below the date indicates an untimed event.



You can control the dots and lines that appear in the Month View. See "Changing the Date Book Display" later in this chapter for more information.

Tips for Using Month View

Keep the following points in mind when using the Month view:

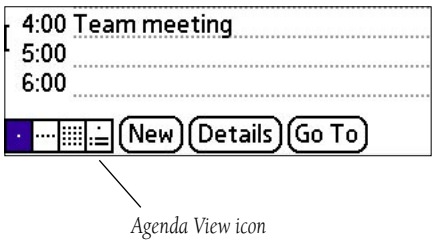
- Tap a day in the Month view to display that day in the Day view.
- Tap the scroll arrows in the upper right corner to move forward or backward a month.
- Tap Go To to open the date selector and select a different month.
- Use the scroll buttons on the front panel of your handheld to move between months. Press the top button to display the previous month, the bottom button to display the next month.

Working in Agenda View

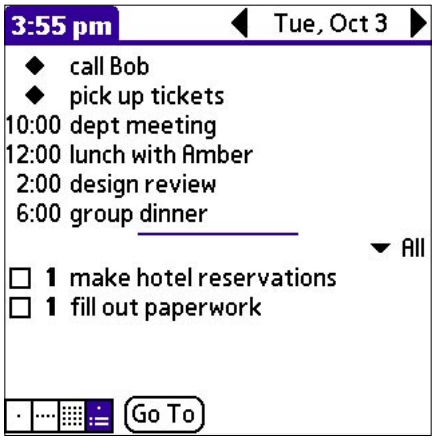
The Agenda view lets you view appointments, untimed events, and To Do List items in a single screen. Although it is primarily a viewing option, you can also use the Agenda view to check off completed To Do List items. To go to a Day View of any event on the Agenda view screen, simply tap the desired event.

To display the Agenda View:

1. Tap the **Agenda view** icon or press the Date Book button until the Agenda view appears.



2. Use the navigation bars to move forward or backward a day at a time or to display more To Do items.



Tips for Using Agenda View

- Tap any appointment while in Agenda view to display the Day View of the appointment.
- Check off completed To Do List items in the Agenda view, or click a description of an item to go directly into the To Do List application.
- You can change the category of To Do items shown. Tap on the pick list and select the new category. See "Using the To Do List" later in this chapter for more information on To Do items.

Changing the Date Book Display

In Day or Month view, you can change which events appear in the Date Book. In Day view, you can display time bars that highlight event conflicts.

To change the Date Book display of events:

1. In Day view or Month view, tap the **Menu** icon.
2. Tap **Options**, and then tap **Display Options**.

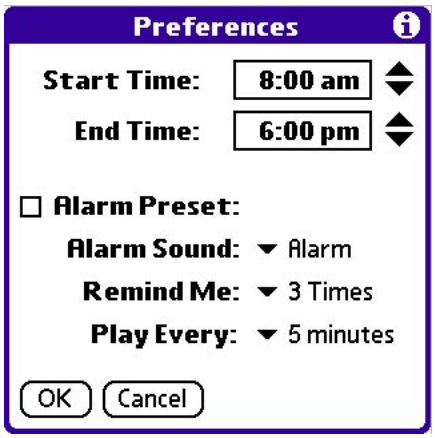
3. For Day view, select from the following options:
   - Tap **Show Time Bars** to display time bars showing the duration of an event and any event conflicts.
   - Tap **Compress Day View** to display start and end times for each event, but no blank time slots at the bottom of the screen, to minimize scrolling. Clear the option to display all time slots.
4. For Month view, select whether to display **Timed**, **Untimed**, or **Daily Repeating** events.
5. Tap **OK**.

Changing the Displayed Start and End Times

You can change the preferences used for new entries. Preferences include display starting time, display ending time, and alarm characteristics. See "Setting Alarm Options" earlier in this chapter for more information on alarm preferences.

To change the start and end time in the Date Book:

1. In the Date Book, tap the **Menu** icon.
2. Tap **Options**, and then tap **Preferences**.



3. Tap **Start Time** and use the scroll arrows to select a new start time for the Date Book screens. Repeat the step to set a new end time. If the time slots you select do not fit on one screen, tap the scroll arrows to scroll up and down.
4. Tap **OK**.

Note: *The Start and End Time are used by the various Date Book screens. The Day view schedules events to start and end at these times when the All Day option is selected. The Week view displays the time span defined by the Start Time and End Time.*

Using the To Do List

The To Do List is a convenient place to create reminders and prioritize the things that you have to do.

Use the To Do List to do the following:

- Make a quick and convenient list of things to do.
- Assign a priority level to each task.
- Assign a due date for any or all of your To Do List items.
- Assign To Do List items to categories so that you can organize and view them in logical groups. For more information, see "Categorizing Records" in Chapter 5.
- Sort your To Do List items by due date, priority level, or category.
- Attach notes to individual To Do List items for a description or clarification of the task. For more information, see "Attaching Notes" in Chapter 5.

To open the To Do List:

Press the To Do List application button on the front panel of your handheld. The To Do List opens and displays the category of items you last viewed.

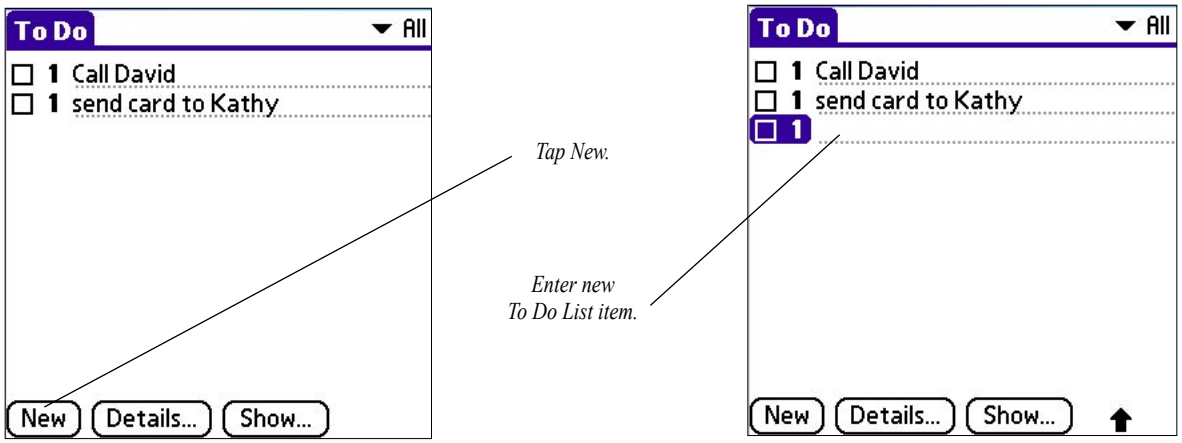
Note: *Press the To Do List button repeatedly to cycle through the categorires in which you have items.*

Creating To Do List Items

A To Do List item is a reminder of a task that you have to complete. A record in the To Do List is called an item.

To create a To Do List item:

1. Press the **To Do List** button on the front of your handheld to display the To Do List.
2. Tap **New**.



3. Enter the text of the To Do List item. The text can be longer than one line.

TIP: *You can add a name, address, and phone number to a To Do List item using the Phone Lookup option. For more information, see "Using Phone Lookup" in Chapter 5.*

4. Tap anywhere on-screen to deselect the To Do List item.

TIP: *If no To Do List item is currently selected, writing in the text input area automatically creates a new item.*

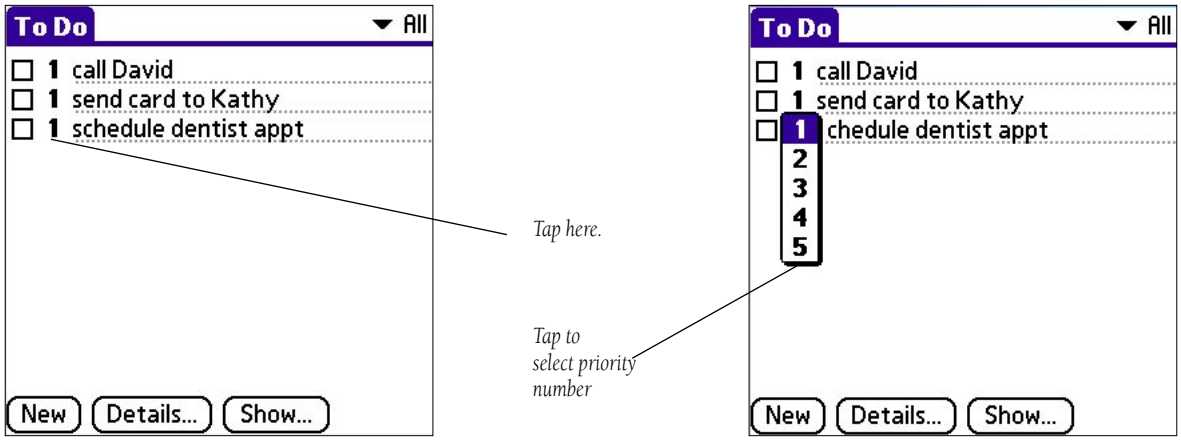
Setting To Do List Priorities

You can set priorities for tasks in your To Do List according to their importance or urgency. Items appear by priority and due date at the top of the To Do List by default, with 1 the highest priority. Changing the priority of an item may move it to a new position in the list.

New To Do List items automatically have a priority of 1. If you tap an item before you create a new item, the new item appears beneath the selected item and has the same priority as the selected item.

To set priorities for To Do List items:

1. If priorities are not visible in the To Do List, tap **Show** at the bottom of the list, tap **Show Priorities**, and tap **OK**.
2. Tap the **Priority number** on the left side of the To Do List item.
3. Tap the Priority number that you want to set, with 1 the most important and 5 the least important.

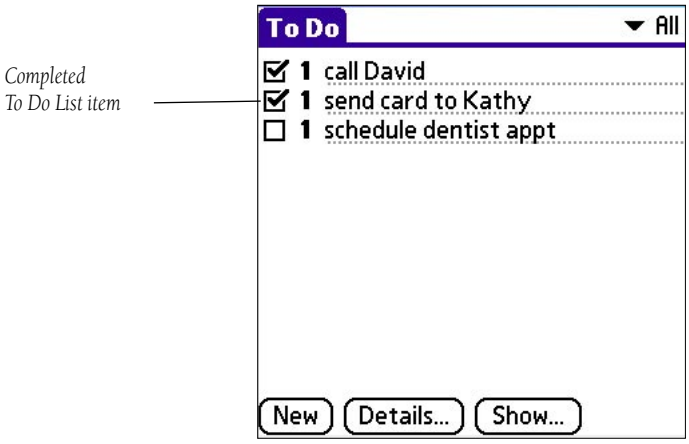


To check off a completed To Do List item:

1. In the To Do List, tap **Show**. Tap **Show Completed Items**. If you clear this setting, your To Do items disappear from the list when you complete (check) them.

> ***NOTE:*** *Items that no longer appear on the list because Show Completed Items is turned off have not been deleted. They are still in the memory of your handheld. You must purge completed items to remove them from memory. See "Purging Records" in Chapter 5 for more information.*

2. Tap the check box on the left side of the item.

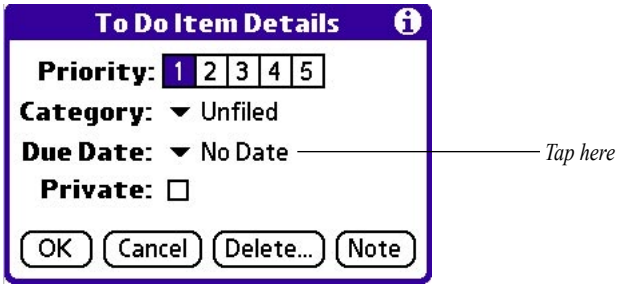


Changing Priorities and Due Dates

You can change the To Do List to display the due date assigned to an item, change its priority, and assign a category to the task with the To Do Item Details dialog box. You can then sort To Do List items by priority, due date, or category.

To change priorities and due dates for To Do List items:

1. In the To Do List, tap the item that you want to change.
2. Tap **Details**.
3. In the Details dialog box, tap **No Date** to open the Due Date pick list.



4. Tap a due date to assign to the item. Options are **Today**, **Tomorrow**, **One Week** from the current date, **No Date** (to remove the due date from the item), or **Choose Date** (to display the date selector and select a date).
5. Tap **Private** to hide this item when Security is turned on. For more information, see "Making Records Private" in Chapter 5.
6. Tap **OK**.

TIP: *If you turn on the Show Due Dates option in the To Do Preferences dialog box (tap Show to open), you can tap directly on the due date in the To Do List to open the pick list shown in Step 3.*

To sort items in the To Do List:

1. In the To Do List, tap **Show**.
2. In the To Do Preferences screen, tap **Sort By**, and then select an option from the pick list:
3. Tap **Priority, Due Date** to sort items by priority first, and then by due dates. Tap **Due Date, Priority** to reverse that order.
4. Tap **Category, Priority** to sort items by category first, and then priority. Tap **Priority, Category** to reverse that order.
5. Tap **OK**.

Displaying Completed and Due Items

You can have the To Do List display completed items and their completion dates, as well as due items and their due dates.

To set preferences for displaying items:

1. In the To Do List, tap **Show**.

2. In the To Do Preferences dialog box, choose from the following settings:
   - Tap **Show Completed Items** to display your completed items in the To Do List. If this setting is turned off, completed To Do items disappear from the list but are kept in the memory of your handheld. You must purge completed items to remove them from memory.
   - Tap **Show Only Due Items** to show only the items that are currently due, past due, or have no due date specified. When this setting is active, items that are not yet due do not appear in the list until their due date.
   - Tap **Record Completion Date** to replace the due date with the actual date when you complete (check) the item. If you do not assign a due date to an item, the completion date still records when you complete the item.
   - Tap **Show Due Dates** to display the due dates for items in the To Do List and to display an exclamation mark next to items that remain incomplete after the due date passes.
3. Tap **OK**.

Using the Address Book

The Address Book lets you keep names, addresses, telephone numbers, and other information about your personal or business contacts.

Use the Address Book to do the following:

- Quickly enter, look up, or duplicate names, addresses, phone numbers, and other information.
- Enter up to five phone numbers (home, work, fax, car, and so on) or e-mail addresses for each name.
- Define which phone number appears in the Address List for each Address Book entry.
- Attach a note to each Address Book entry so you can enter additional information about the entry.
- Assign Address Book entries to categories so that you can organize and view them in logical groups.

To open the Address Book:

Press the **Address Book** button on the front panel of your handheld to open the Address Book and display the list of all your records.

NOTE: *Press the Address Book button repeatedly to cycle through the categories in which you have records.*

Adding and Using Address Book Entries

The Address Book application stores name and address information about people or businesses.

A record in Address Book is called an entry. You can create entries on your handheld, or you can use the Palm™ Desktop software to create entries on your computer and then download them to your handheld with your next HotSync® operation.

Palm Desktop software also has data import capabilities that let you load database files into the Address Book on your handheld. See Palm Desktop online Help for more information.

To create a new Address Book entry:

1. Press the **Address Book** button on the front of your handheld to display the Address List.
2. Tap **New**.

3. Enter the last name of the person you want to add to your Address Book.
4. Tap the **First Name** field to move to it. (You can move to any field by tapping it directly.) Enter the individual's first name in the **First Name** field.
5. If you want to be able to sort the Address Book by company name, enter the information you want in the **Company** field.
6. Enter any other information that you want to include in the entry.
7. Tap the scroll arrows to move to the next page of information.
8. To attach a note to an entry, tap **Note**. Enter the information you want in the text input area, and then tap **Done**. To attach a GPS location to an entry, please refer to the *Que Applications Guide*.
9. When you have finished entering information, tap **Done**.

TIP: *To create an entry that always appears at the top of the Address List, begin the Last name or Company field with a symbol, as in *If Found Call.* This entry can contain contact information in case you lose your handheld.*

To view details of an address entry:

1. Tap the address entry in Address List view. The entry appears in Address view.
2. Tap **Done** when you are finished viewing the entry.

Duplicating an Entry

You can duplicate existing entries, which can be helpful when you want to enter multiple people from a single organization. When you duplicate an entry, the word Copy appears next to the name in the First Name field.

To duplicate an Address Book entry:

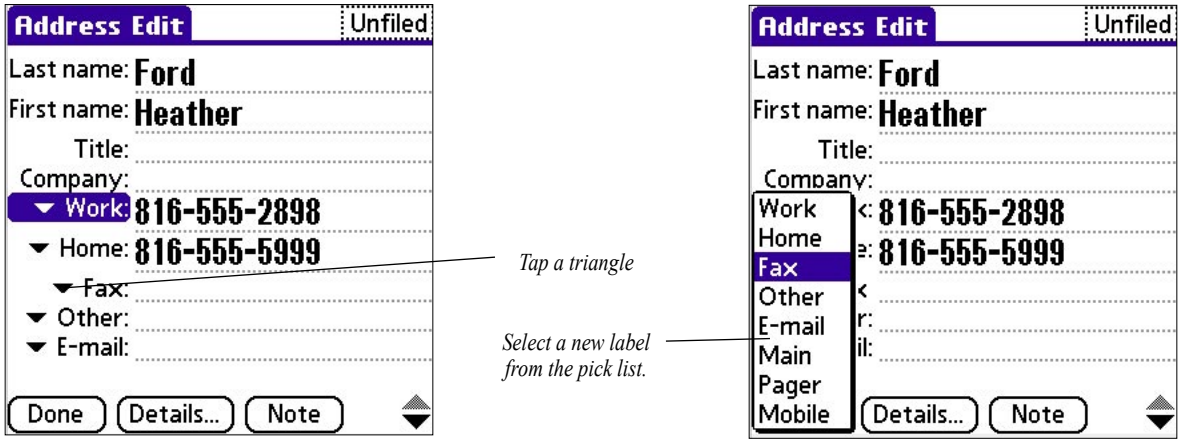
1. From the Address Book, tap a name you want to duplicate.
2. Do one of the following:
   - Tap the **Address Edit** tab at the top of the screen; then tap **Duplicate Record** in the Record menu.
   - In the text input area of the screen, drag a diagonal line from the lower left to upper right to display the Command toolbar; then write a **T** in the text input area to initiate the Duplicate Record command.
3. Edit the record as necessary.
4. Tap **Done** when finished.

Selecting Different Types of Phone Numbers and Addresses

You can select the types of phone numbers or e-mail addresses that an Address Book entry displays. Any changes you make apply only to the current entry.

To select a new label for an address, phone number or e-mail:

1. Tap the entry that you want to change in the Address list.
2. Tap **Edit**.
3. Tap the pick list next to the label you want to change.



4. Select a new label.
5. Tap **Done** when finished.

Editing Address Book Entries

You can change the type of information that appears in the Address List screen, categorize an entry, and hide an entry for security reasons. You can also delete entries.

To edit an address book entry:

1. Tap the entry that you want to change in the Address list.
2. Tap **Edit**.
3. Tap **Details**.

4. In the Address Entry Details dialog box, select any of the following settings:
   - Tap **Show in List**, and in the pick list tap which type of phone or other information you want to appear in the Address List screen. Options are **Work**, **Home**, **Fax**, **Other**, and **E-mail**.
   - Tap **Category**, and then tap a category in the pick list that you want to assign to the entry.
   - Tap **Private** to hide the entry when Security is turned on.
5. To attach a note to an entry, tap **Note**, enter information in the text input area, and tap **OK**.
6. To delete an entry, tap **Delete**.
7. Tap **OK**.

Changing the Address Book Display

You can change how Address Book lists are sorted, and you can add custom fields for entering additional information using Preferences. You can also have the Address Book display the last category you selected each time you return to the application.

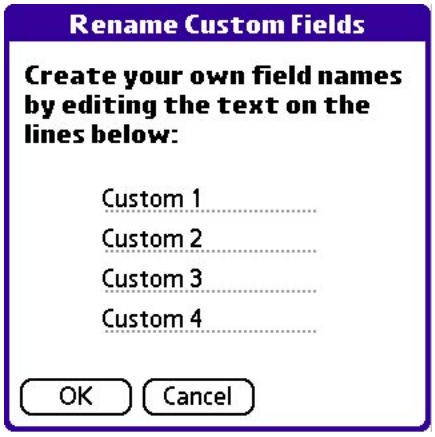
To change the address book display:

1. In the Address list or in Address view, tap the **Menu** icon.
2. Tap **Options**, and then tap **Preferences**.

3. Choose an option to sort Address Book lists from the **List By** pick list:
   - Tap **Last Name, First Name** to sort alphabetically by an individual's last name and then first name.
   - Tap **Company, Last Name** to sort alphabetically by the company name, and then an individual's last name.
4. Tap **OK**.

To rename custom fields at the end of Address Edit screens:

1. In the Address list or in Address view, tap the **Menu** icon.
2. Tap **Options**.
3. Tap **Rename Custom Fields**.



4. In the text input area, rename the fields to identify the information you will enter. The names you give the custom fields appear in all entries at the end of the Address Edit screen.
5. Tap **OK** in the Rename Custom Fields dialog box.
6. Tap **Done**.

To control the Address Book display on returning to the application:

1. In the Address list or in Address view, tap the **Menu** icon.
2. Tap **Options**, and then tap **Preferences**.

3. In the Address Book Preferences dialog box, select an option:

- To have the Address Book re-display the last category you selected on returning to the application, tap the **Remember Last Category** check box to select it.
- To have the Address Book display the All category on returning to the application, tap the **Remember Last Category** check box to clear it (check mark).

4. Tap **OK**.

Using the Memo Pad

The Memo Pad provides a place to take notes that are not associated with records in the Date Book, Address Book, or To Do List.

Use the Memo Pad to do the following:

- Take notes or write any kind of message on your connected organizer.
- Drag and drop memos into popular computer applications like Microsoft® Word when you synchronize using Palm™ Desktop software and HotSync® technology.
- Assign memos to categories so that you can organize and view them in logical groups.
- Write down phone numbers and other types of information. Later, you can copy and paste this information into other applications.

To open the Memo Pad:

1. Tap the **Applications Launcher** icon.
2. Tap the **Memo Pad** icon.

Creating Memos

A record in the Memo Pad is called a memo. A memo can contain up to 4,000 characters. The number of memos you can store is limited only by the memory available on your handheld.

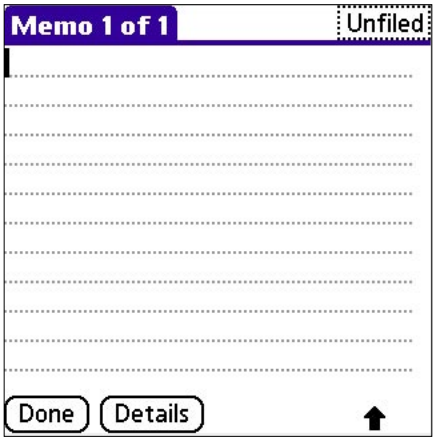
When you create a new memo, you can add information to it from the Address Book application, such as a phone number or address, using the Phone Lookup option. See "Using Phone Lookup" in Chapter 5.

To create a new memo:

1. Open the Memo Pad as described above.
2. Tap **New**.

TIP: *You can also create a new memo by beginning to write in the text input area in the Memo List screen. The first letter is automatically capitalized and begins your new memo.*

3. Enter the text you want to appear in the memo. Use the carriage return stroke to move down to new lines in the memo.
4. Tap **Done**.



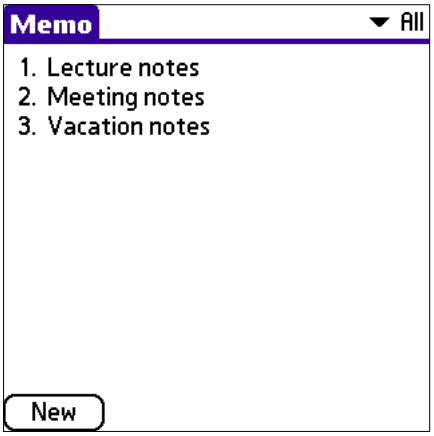
You can categorize memos and sort them by categories. See "Categorizing Records" and "Sorting Records" in Chapter 5 for more information.

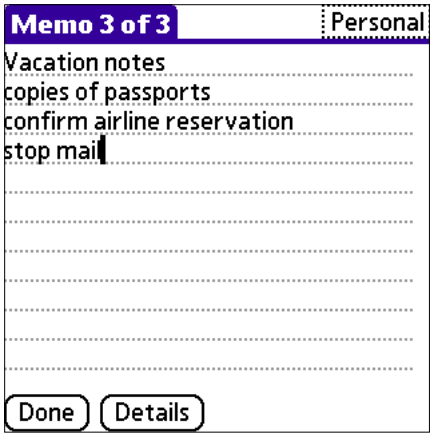
Reviewing Memos

The Memo List displays the first line of a memo. This makes it easy to locate and review your memos. You can easily sort memos in the Memo List or move through memos using Memo options.

To review a memo:

1. In the Memo List, tap the name of the desired memo.
2. Review or edit the text in the memo.
3. Tap **Done**.



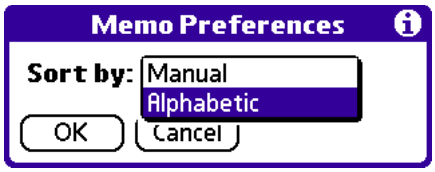


To move through a memo you are reviewing:

1. In the Memo List, tap the text of the memo you want to review. If the memo is longer than the display window, a scroll bar appears to the right of the memo.
2. Tap and drag the scroll bar to move the memo up or down.

To change the order in which memos appear in the Memo List:

1. In the Memo List, tap the **Menu** icon in the lower left corner of the screen of your handheld.
2. Tap **Options**.
3. Tap **Preferences** and choose one of the following options:
   - Tap **Manual** to sort new memos in the sequence in which you create them.
   - Tap **Alphabetical** to sort new and existing memos in numerical and then alphabetical sequence.
4. Tap **OK**.



Using the Calculator

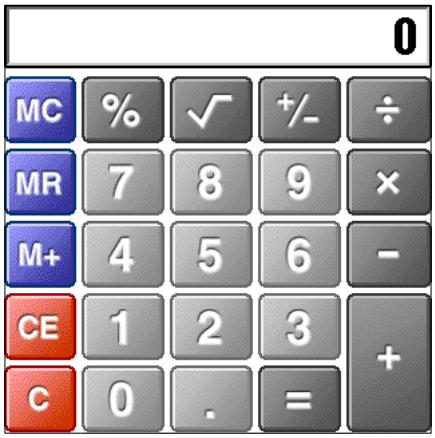
The Calculator lets you perform general mathematical functions such as addition, subtraction, multiplication, and division.

Use the Calculator to do the following:

- Perform basic calculations.
- Store and retrieve values.
- Display the last series of calculations, which is useful for confirming a series of "chain" calculations.

To open the Calculator:

Tap the **Applications Launcher** icon, and then tap the **Calculator** icon.



Using the Calculator Buttons

The Calculator includes several buttons to help you perform calculations.

The **CE** button clears the last number you entered. Use this button if you make a mistake while entering a number in the middle of a calculation. This button enables you to re-enter the number without starting the calculation over.

The **C** button clears the entire calculation and allows you to begin a fresh calculation.

The **Plus/Minus** button toggles the current number between a negative and positive value. If you want to enter a negative number, enter the number first and then press the +/- button.

The **M+** button places the current number in memory. Each new number you enter with the M+ button is added to the total stored in memory. The number that you add can be either a calculated value or any number you enter by pressing the number buttons. Pressing this button has no effect on the current calculation (or series of calculations); it merely places the value into memory until it is recalled.

The **MR** button recalls the stored value from memory and inserts it in the current calculation.

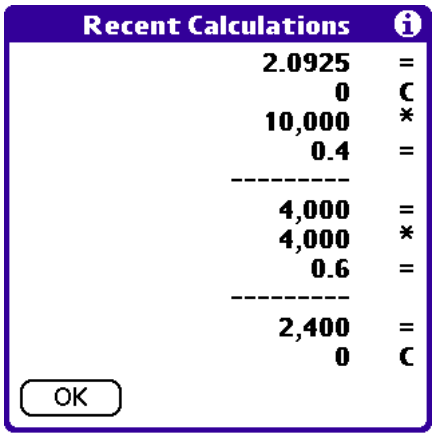
The **MC** button clears any value that is stored in the Calculator memory.

Displaying Recent Calculations

The Recent Calculations command lets you review the last series of calculations and helps you confirm a chain of calculations.

To display recent calculations:

1. In the Calculator application, tap the **Menu** icon.
2. Tap **Options**, and then tap **Recent Calculations**.



3. When you have finished reviewing the calculations, tap **OK**.

Using the Que Applications

For detailed instructions on using the Que applications, please refer to the *Que Applications Guide*.

CHAPTER 5: PERFORMING COMMON TASKS

In this section, the term "records" refers to an individual item in any of the basic applications—for example, a single Date Book event, Address Book entry, To Do List item or Memo Pad memo.

Creating Records

You can use the following procedure to create a new record in the Date Book, Address Book, To Do List or Memo Pad.

To create a record:

1. Select the application in which you want to create a record.
2. Tap **New**. (For the Date Book only, select start and end times for your appointment and tap **OK**.)
3. Enter text for the record.

NOTE: *The handheld automatically capitalizes the first letter of each field (except numeric and e-mail fields).*

4. Tap **Details** to select attributes for the record.
5. In the Address Book and Memo Pad only, tap **Done**.

Your handheld saves the new record automatically.

Editing Records

After you create a record, you can change, delete, or add new information at any time. When the screen is in edit mode, a blinking cursor appears within the information, and the information appears on a dotted gray line called an edit line.

You can enter text in any of the ways described in Chapter 2, "Entering Data in your iQue Handheld."

Selecting Text

Select the text you want to edit using one of the following techniques:

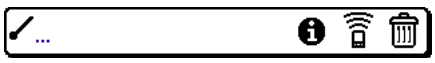
- Double-tap on a word in a field to select the word.
- Triple-tap on any word on a line to select the entire line.
- Drag across a line of text to select some or all of the information or drag down to select text across multiple lines.

Using the Edit Menu

The Edit menu is available from any screen where you enter or edit text. As a general rule, the Edit menu commands affect selected text.

Do one of the following to display the Edit menu:

- Tap the **Menu** icon; then tap the **Edit** menu to display the commands in the menu.
- Tap the inverted tab at the top of the screen; then tap the **Edit** menu to display the commands in the menu.
- In the text input area, drag a diagonal line from the lower left to upper right to display the Command toolbar. To select a command, either tap the icon representing a command on the Command toolbar or draw the Graffiti® 2 shortcut in the text input area of your screen.



Command Toolbar

Choose from the following commands, depending on the application you are using:

- **Undo:** Reverses the last action taken.
- **Cut:** Removes a selection from its current location to memory. You can then paste the text into another area of the current application or into a different application.
- **Copy:** Copies a selection and moves it to memory. You can paste the selection into another area of the current application or into a different application.
- **Paste:** Inserts a selection from memory into an area you select. Paste produces no result if you have not used the Cut or Copy commands.
- **Select All:** Selects all the text in the current record or screen.
- **Keyboard:** Opens the on-screen keyboard. Tap Done to close the keyboard.
- **Graffiti® 2 Help:** Opens the Graffiti 2 character stroke screen.

Deleting Records

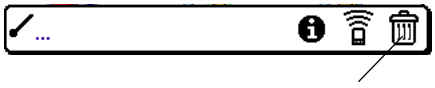
You can delete records in any of the basic applications.

To delete a record:

1. Select the desired record.
2. Do one of the following:
   - Tap the **Menu** icon, tap the **Record** menu, and then tap the **Delete** command. The Delete command differs depending on the application you are using. For example, “Delete Event” appears in the Record menu while you are in the Date Book, and “Delete Item” appears when you are using the To Do List.
   - Tap the inverted tab at the top of the screen, tap the **Record** menu, and then select the desired **Delete** command.
   - In the Details dialog box of the application, tap **Delete**, and then tap **OK**.
   - Delete the text of the record.

NOTE: *In the Date Book, deleting the text of a repeating event deletes all instances of the event.*

   - In the text input area, drag a diagonal line from the lower left to upper right to display the Command toolbar; then tap the Delete icon or draw a Graffiti 2 “D” in the text area. A confirmation dialog box appears.



Delete icon on Command toolbar

3. To archive a copy of the deleted file on your PC, select the **Save Archive** option. If you choose the archive option, the record is transferred to the archive file on your PC the next time you perform a HotSync® operation.
4. Tap **OK** to delete the record.

Purging Records

Over time, as you use Date Book and the To Do List, you may accumulate records that are no longer useful. For example, events that occurred months ago remain in the Date Book and completed To Do List items remain in the list.

Outdated records take up memory on your handheld, so it's a good idea to remove them by using Purge. If you think Date Book or To Do List records might prove useful later, you can purge them from your handheld and save them in an archive file.

Purging is not available in Address Book or Memo Pad, so records from these applications must be deleted manually.

To purge a record:

1. Open the application from which you want to purge records.
2. Choose from the following options:
   - Tap the **Menu** icon, open the **Record** menu, and then tap **Purge**. A confirmation dialog box appears.
   - Tap the inverted tab at the top of the screen, tap the **Record** menu, and select **Purge**.
3. Choose from the following options:
   - For the Date Book, select the Delete Events Older Than pick list and select an option—1 week, 2 weeks, 3 weeks or 1 month.
   - For the Date Book or To Do list, select **Save Archive Copy on PC** to save a copy of purged records in an archive file on your desktop. Selecting this option transfers purged records to an archive file the next time you perform a HotSync® operation.
4. Tap **OK**.

Categorizing Records

You can categorize records in the Address Book, To Do List and Memo Pad applications for easy retrieval. (The Date Book does not have categories.) When you create a record, it is automatically assigned to the currently displayed category. For example, if the All category is displayed, the record is assigned to the Unfiled category. A record can remain unfiled or it can be assigned to a category at any time.

Each application has a default set of categories:

- The Address Book includes Business, Personal, and QuickList categories.
- The To Do List includes Business, Personal, and All categories.
- The Memo Pad includes Business, Personal, and All categories.

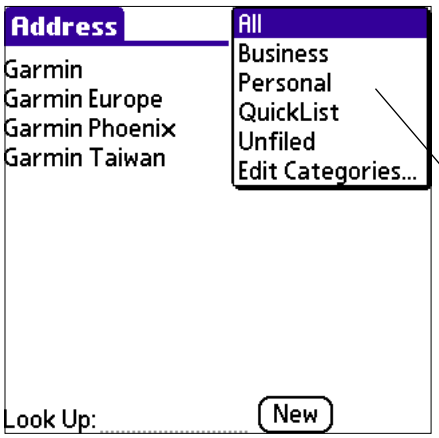
You can rename or delete the default categories, and you can create new categories. Each application can have up to fifteen categories.

To move a record into a category:

1. Select the record you want to categorize.
2. Tap **Details**. (From the Address View screen, tap Edit first.)
3. In the Details dialog box, tap the **Category** pick list, select the desired category, and then tap **OK**.

To display a category of records:

1. Open one of the following applications: the Address Book, the To Do List or the Memo Pad.
2. Tap the pick list in the upper right corner of the screen; then tap the category you want to display.



Address Book category pick list

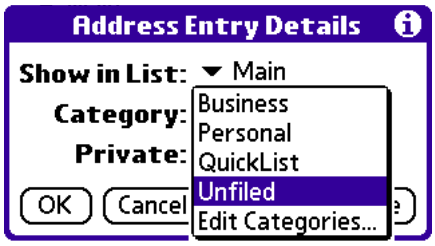
TIP: *Pressing the Address Book, To Do List, or Memo Pad buttons on your handheld toggles through the categories assigned to each application, respectively.*

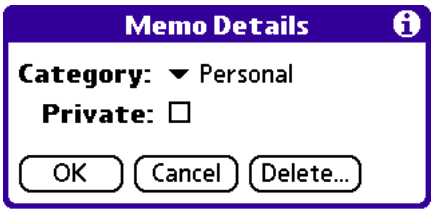
To add or edit application categories:

1. In the Address Book, To Do List or Memo Pad application, choose from the following options:

- Tap the pick list in the upper right corner of the screen, and tap **Edit Categories**.

- In the Address Book, select a record and tap **Edit**; then tap **Details**. In the Category pick list, tap **Edit Categories**.
- In the Memo Pad and To Do List, select a record from the list and tap **Details**. In the Category pick list, tap **Edit Categories**.





2. Select any of the following options:
   - To create a new category, tap **New**, and enter a new name in the text input area. Tap **OK**.
   - To rename a category, tap it in the list to select it. Tap **Rename**, enter a new name in the text input area, and Tap **OK**.

   - To delete a category, tap it in the list to select it. Tap **Delete**.
3. Tap **OK**.

To rename a category:

1. Tap the pick list in the upper right corner of the screen; then tap **Edit Categories**.
2. Select the category you want to rename; then tap **Rename**.
3. Enter the new name for the category, and tap **OK**.
4. Tap **OK** to exit the Edit Categories dialog box.

TIP: *You can move records from multiple categories into a single category by renaming all individual categories with a single category name.*

Finding Records

Your handheld lets you find information in several ways:

- In standard Palm OS® applications, starting with the current application, you can locate selected text.
- In the Date Book, the To Do List, and the Memo Pad, you can use Phone Lookup to display the Address List screen and add the information from this list to a record.
- In the Address Book, you can use the Look Up option to enter the first letters of a name to scroll immediately to that name.

Finding Address Book Records

You can look up Address Book records using the scroll button on the front panel of your device or by typing the first few letters of a name in the Look Up option at the bottom of the address screen.

To look up an Address Book record, do one of the following:

- From the Address screen, enter the first few letters of the name you want to locate.
- Use the scroll buttons on the front of the device to scroll a screen at a time. Holding down a scroll button accelerates scrolling.

Using the Find Option

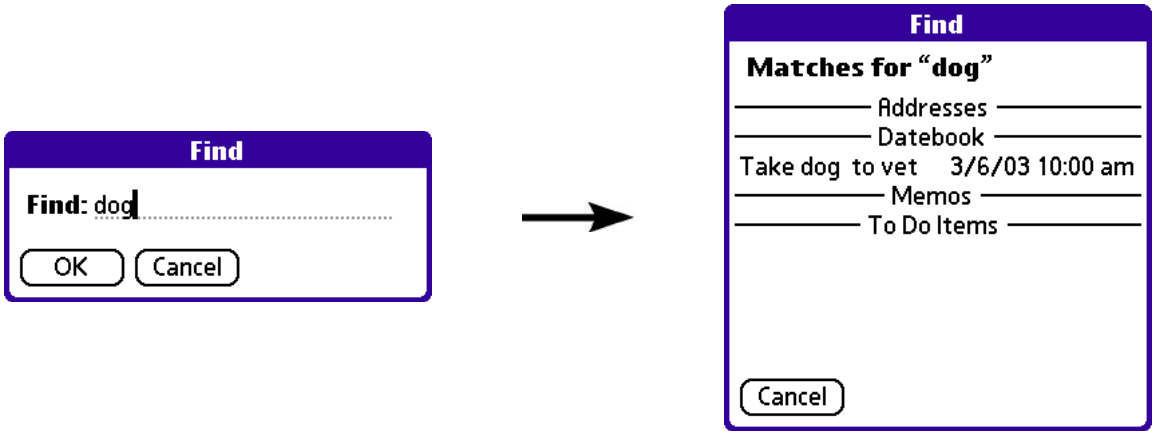
The Find option lets you locate text in any standard Palm OS applications on your iQue handheld. For example, if the text "dog" appears in the Address Book and the Date Book, the Find option displays both occurrences in the Find dialog box. Note that the Find option is not case sensitive; searching for "davidson" also finds "Davidson."

To use the Find option:

1. Tap the **Find** icon to open **QueFind**, then tap the **Palm OS Find** icon.
2. Enter the text you want to find; then tap **OK**.

TIP: *Select text in an application before tapping Find to automatically place the text in the Find dialog box.*

The Palm OS Find searches for the text in records and notes within the standard Palm OS applications. For more information on QueFind, please refer to the Que Applications Guide.



As your handheld searches for the text, you can tap **Cancel** to stop the search at any time.

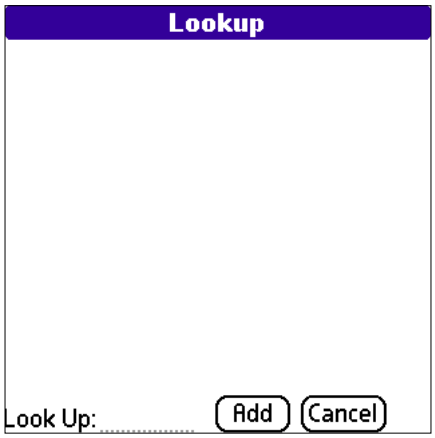
NOTE: *Find locates all matches that begin with the supplied text. It does not find words where the supplied text appears in the middle or at the end of a word.*

Using Phone Lookup

The Phone Lookup option lets you add a telephone number from the Address list to an entry in another application. For example, you can add your dentist's telephone number to your dental appointment date in the Date Book.

To use the Phone Lookup option:

1. Display the record in which you want to insert a phone number. The record can be in the Date Book, the To Do List, or the Memo Pad.
2. Do one of the following:
   - Tap the **Menu** icon. Tap **Options**, and then tap **Phone Lookup**.
   - Tap the inverted tab at the top of the screen; then tap **Options** and tap **Phone Lookup**.
   - In the text input area, drag a diagonal line from the lower left to upper right to display the Command toolbar. In the text area, write an "L", the shortcut for the Phone Lookup command.



3. Select a record or write the first few letters of the name you want to add. Tap **Add** to add the information to the record.

NOTE: *You can also search based on selected text. Drag to highlight the text, then follow step 2 above. When the search is complete, the name and phone number of the candidate will replace the selected text.*

Sorting Records

You can sort lists of records in various ways, depending on the application. Sorting is available in applications that display lists: the Address Book, To Do List and Memo Pad.

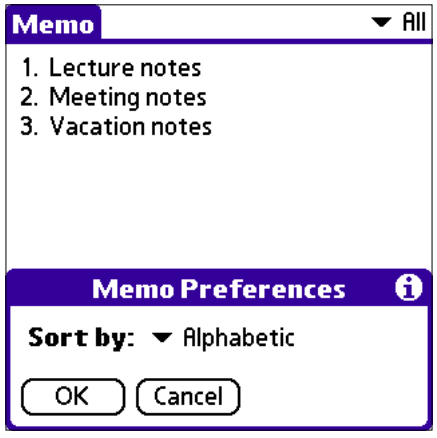
To sort records in the To Do List application:

1. Open the application to display the list screen.
2. Tap **Show**.
3. Tap the **Sort By** pick list, and select an option.

4. Tap **OK**.

To sort records in the Address Book and Memo Pad:

1. Open the application to display the list screen.
2. Do one of the following:
   - Tap the **Menu** icon. From the **Options** menu, tap **Preferences**.
   - Tap the inverted tab at the top of the screen; then tap Preferences in the Options menu.
   - In the text input area, drag a diagonal line from the lower left to upper right to display the Command toolbar. In the text area, write an “R”, the shortcut for the Preferences command.



3. In the Preferences dialog box, tap the option you want; then tap **OK** to sort the list.

To sort the Memo List manually:

1. Choose **Manually** from the Memo Preferences Sort By pick list.
2. Tap and drag a memo to move it to a new location in the list.

TIP: *To display the list of your memos on your computer as you arranged them manually on your handheld, open Memo Pad in Palm™ Desktop software click List By, and select Order on Handheld.*

Making Records Private

In all the basic applications, you can make individual records private. Private records can be either masked or hidden. Private records remain visible and accessible until you select a security setting to Hide records. Private record names are covered with a gray bar when the security setting is set to Mask records.

If you have assigned a password to your device, you must enter it before private records are displayed. See "Assigning Security Options" in Chapter 3 for more information.

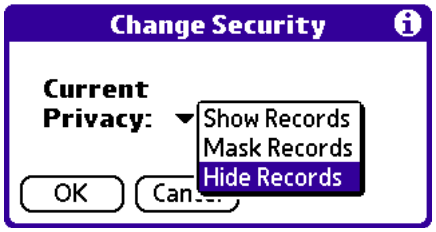
To make a record private:

1. In your application, do one of the following:
   - Create a new record, tap **Edit** (if necessary), and then tap **Details**.
   - Select an existing record, and then tap **Details**.
2. Tap the **Private** check box. Tap **OK**.
3. At the alert in the Private Records dialog box, tap **OK**.

Address Edit
Unfiled
Private Records
You have marked this record Private. Go to the Security application or the Security menu item and choose Mask Records or Hide Records to mask or hide all Private records.
OK

To hide private records:

1. Do one of the following:
   - Tap the **Applications Launcher** icon; then tap **Security**.
   - From within an application, tap the inverted tab at the top of the screen; then tap **Security** in the Options menu.
   - From within any application, bring up the Command Bar and tap the padlock icon. To bring up the Command Bar, drag your pen diagonally across the text input area from lower left to upper right.
2. In the Change Security dialog box, tap **Hide Records** in the Current Privacy pick list; then tap **OK**.



Hide Records
Records marked Private in the details dialog will be hidden.
If a password is assigned, you must enter it to show private records.
OK
Cancel

To display private records:

1. Do one of the following:
   - Tap the **Applications Launcher** icon; then tap **Security**.
   - From within an application, tap the inverted tab at the top of the screen; then tap **Security** in the Options menu.
   - From within any application, bring up the Command Bar and tap the padlock icon. To bring up the Command Bar, drag your stylus diagonally across the text input area from lower left to upper right.

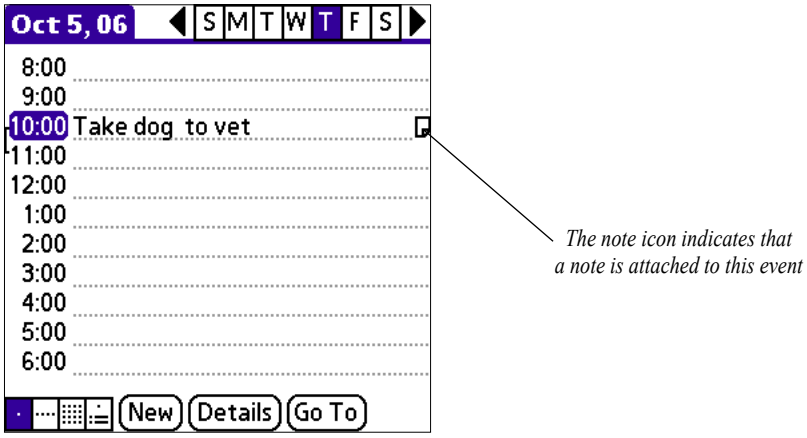
2. From the Current Privacy pick list, tap **Show Records**; then tap **OK**.
3. If you have assigned a password, you must enter the password before the hidden records are displayed. Enter your password, and then tap **Show**.

Attaching Notes

You can attach notes to records in all the basic applications except the Memo Pad. A note can be up to several thousand characters long.

To attach a note:

1. Display the entry to which you want to add a note.
2. In Address Book only, tap **Edit**.
3. Tap **Details**.
4. Tap **Note**; then enter the desired note.
5. Tap **Done**. A note icon appears to the right of any item containing a note.



To review or edit a note:

Tap the Note icon.

To delete a note:

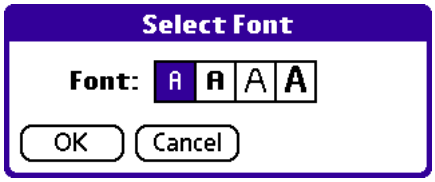
1. Tap the Note icon.
2. Tap **Delete**; then tap **Yes** to delete the note.

Choosing Fonts

You can change the font style in all basic applications. You can choose a different font style for each application.

To change the font style:

1. Open an application.
2. Do one of the following:
   - Tap the **Menu** icon. From the **Options** menu, tap **Font**.
   - Tap the inverted tab at the top of the screen; then tap **Font** in the Options menu.
   - In the text Graffiti area, drag a diagonal line from the lower left to upper right to display the Command toolbar. In the text area, write an F, the shortcut for the Font command.
3. Tap the font style you want; then tap **OK**.



Getting Information on an Application

You can get information on any application by displaying its About box. The About box displays the name and version number of the application.

To display the About box:

1. Tap the **Menu** icon from any location.
2. In the **Options** menu, tap **About**.

The text following the About command differs based on your location. For example, if you are in the Date Book, the command is About Date Book; if you are in the Address Book, the command is About Address Book.

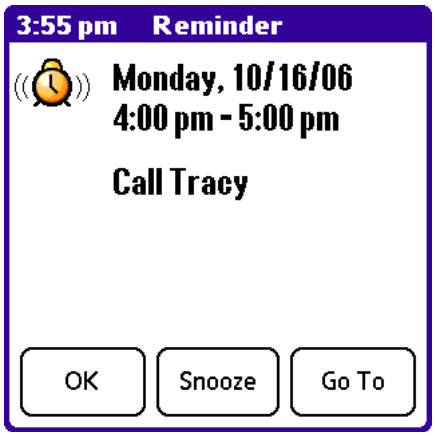
CHAPTER 6: USING THE ATTENTION MANAGER

Many applications (such as Date Book and Clock) notify you (get your attention) with some sort of alarm. Attention Manager allows you to conveniently manage all of these notifications in one place. Alarms for appointments and messages can stack up while you are away from your device. Attention Manager lets you view them from a single list, where you can selectively dismiss or follow up on each event.

Applications signal for your attention at two different levels: insistent and subtle. Each is discussed in detail in this chapter.

Insistent Alarms

Insistent alarms open a Reminder dialog screen and may play a sound, flash an LED, or vibrate, depending on your hardware configuration. Alarms continue until you snooze or dismiss them. If enabled, you can silence the alarm by tapping anywhere on the screen or pushing any button. Attention Manager will always open immediately when new insistent alarms are posted.



Using the Reminder Dialog Screen

The Reminder dialog screen has three buttons for responding to an alarm:

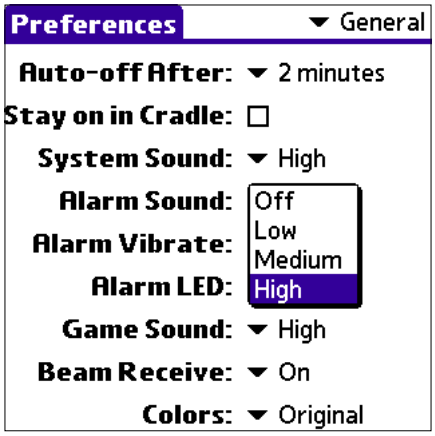
- **OK:** Makes the reminder go away, with no further notification.
- **Snooze:** Puts the Reminder dialog screen to sleep for five minutes. After this time interval, the Reminder dialog screen appears again. You can go back to the Reminder dialog screen right away by tapping on the blinking indicator in the upper left corner of the screen. For more information, see "Understanding the Blinking Alarm Indicator" later in this chapter.
- **Go To:** Switches to the application that created the alarm and shows the record that caused the alarm, although you may have to navigate within the application. The alarm does not go off again.

Setting Alarm Volume

You can control most alarm volumes globally in the General panel of the Preferences menu.

To set the alarm volume:

1. Tap the **Home** icon, and then tap **Prefs**.
2. Tap the ▼ pick list in the upper right corner of the screen and select **General**.
3. Set the volume using the ▼ **Alarm Sound** pick list. If your device has a vibrate or alarm LED feature, turn these features on or off using the pick lists on this screen.

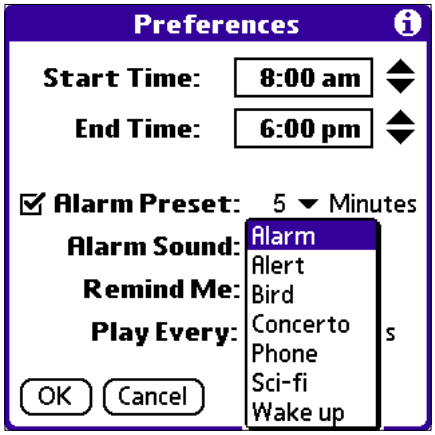


Setting Alarm Sound Effects

Some applications allow you to set the song or sound effect to use and how many times to play it. The example that follows illustrates how to set alarm preferences for the Date Book. Setting alarm preferences for other programs is similar.

To set alarm preferences for the Date Book:

1. Open the Date Book application and then tap the **Menu** icon.
2. Tap the **Options** menu and select **Preferences**.
3. Tap the **Alarm Preset** check box if you want alarms to sound; then select the following from the pick lists:
   - How soon you want the alarm to sound before the event.
   - The alarm song or sound effect (for example, Bird or Concerto).
   - How many times the alarm repeats before giving up.
   - The pause between each time the alarm sounds.

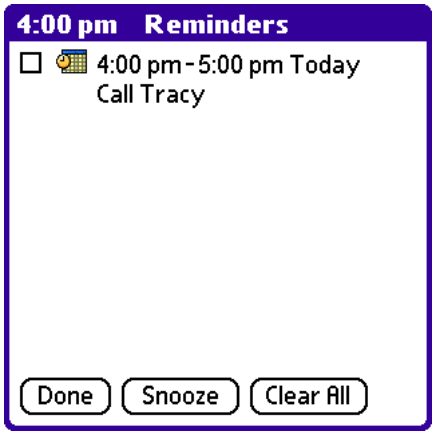


Using the Reminders List Screen

The Reminder dialog screen changes to a list of items that require your attention under two insistent alarm conditions:

- When a second application attempts to get your attention and the first has not been dismissed or snoozed.
- When a first application makes a second attempt and the first has not been dismissed or snoozed.

Each listed reminder contains the date and time of the event. Depending on the application displaying the reminder, you may see an icon representing the application and up to two lines of text.



Tap the text or icon to open that item and delete the event from the Reminders list screen.

Tap the check box to clear that item (similar to a To Do list item). The Attention Manager draws a line through the text lines, pauses for a moment, and them removes the item from the list, although the original data remains in the application.

The Reminders list screen displays three buttons that are used to respond to all of the items in the list:

- **Done:** If the Reminders list appeared because of more than one insistent alarm, tapping Done closes the Reminders list screen, although the events remain in the application that created them. The Reminders list screen does not appear again unless you tap the blinking alarm indicator in the menu bar.
- **Snooze:** Puts the Reminders list screen to sleep for five minutes. After this time interval, the Reminders list screen appears again. You can go directly to the Reminders list screen by tapping on the blinking alarm indicator. For more detail, see "Understanding the Blinking Alarm Indicator" later in this chapter.
- **Clear All:** Removes all of the items from the list, but does not close the Reminders screen. Tap this button to erase a list of events that have passed.

Subtle Alarms

Some applications provide a visual and optionally audible indication but do not otherwise disrupt your work flow. Subtle alarms do not display a Reminders screen. Instead, a blinking indicator flashes in the upper left corner of the title bar (of applications that allow it) when an alarm is present.

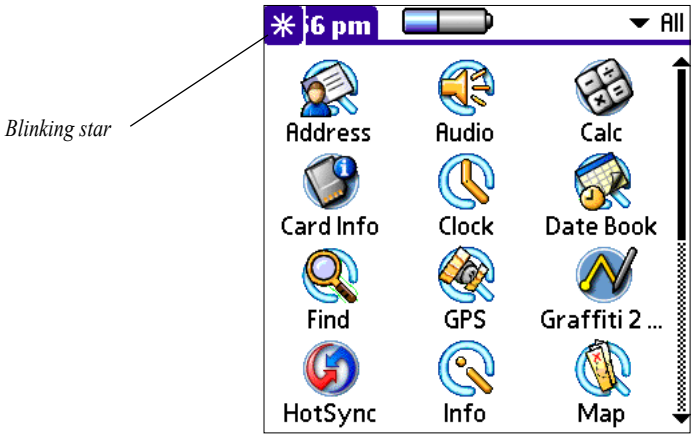
Understanding the Blinking Alarm Indicator

A blinking alarm indicator appears in the upper left corner of the screen in the menu bar (of applications that allow it) under the following conditions:

- While viewing a Reminders dialog screen, you tap the **Done** or the **Snooze** button.
- A subtle alarm is present.

The indicator appears in three different states:

- **Off:** The indicator is not shown at all when the list is empty.
- **Blinking, two states:** When the list is not empty but there are no new items, then the "star" indicator will blink on and off until the list has been emptied.



- **Blinking, three states:** When a new subtle alarm is received, the star will alternate flashing solid, exploded, then off, until you view the new event.

Tapping on the indicator opens the Attention Manager in list mode, even if there is only one item.

CHAPTER 7: USING AN EXPANSION CARD

The iQue 3600 allows you to insert an SD (Secure Digital) expansion card (not included). You can insert and remove a card at any time without a reset. An expansion card allows you to back up data, increase memory size, or add games, reference materials or other additional software or files to your handheld.

To insert an SD card in the iQue:

With the label facing the front of the unit, insert the card down into the card slot (as shown in the illustration above) until it clicks into place. The iQue automatically displays the contents of the card.

To remove an SD card from the iQue:

1. Make sure the iQue is not reading or writing data on the card.
2. Gently push the SD card down into the slot, then release it so the card pops partially out of the slot.
3. Pull the card out of the iQue.

Displaying Contents of a Card

When you insert an expansion card, your handheld creates a new Applications Launcher category and displays in the category all applications listed in the card's launcher directory. The new category for the expansion card is named after the expansion card volume; for example, the name "Card" is used throughout this section.

To display the contents of your card:

1. Tap the **Applications Launcher** icon on the front of your iQue until the "Card" category is displayed,

OR

Tap the **Applications** category pick list in the upper right corner of the screen, then tap **Card**. The expansion card contents are displayed on the Applications menu.

2. To display any additional applications, tap the scroll bar.

To launch an application on your iQue from a card:

1. Tap the **Home** icon.
2. Tap the ▼ pick list in the upper right corner of the screen and select **Card**.
3. Tap the application that you want to launch.

The selected application is loaded into memory and launched. If the application is already resident in main memory, it is not copied again, just launched.

To display information about an application on a card:

1. Tap the **Home** icon. Then tap the **Menu** icon.
2. Tap the **App** menu and select **Info**.

3. Tap the ▼ **Device** pick list and select **Card**. The size of each application on the expansion card is displayed.

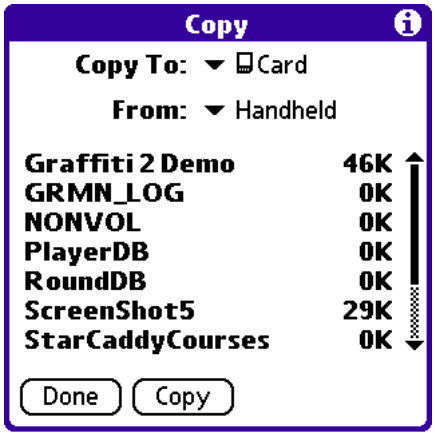
4. To display the application version, tap **Version**.

TIP: *When you tap* ***More****, you access the Card Info application, described in the "Using Card Info" section later in this chapter.*

To copy an application on an expansion card to your handheld:

1. Tap the **Home** icon. Then tap the **Menu** icon.
2. Tap the **App** menu and select **Copy**.

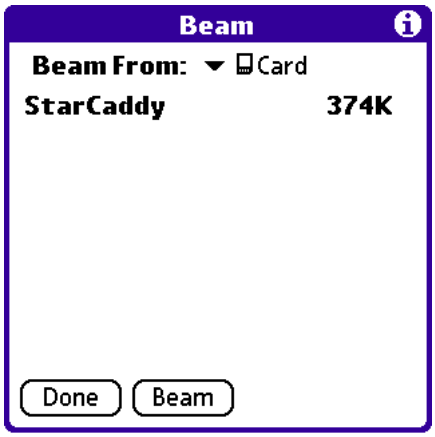
3. Select the source and the destination using the ▼ **From** and the ▼ **Copy To** pick lists.



4. Select the application and then tap **Copy**. The application is copied to the selected destination.

To beam an application on your card to another Palm Powered™ device:

1. Tap the **Home** icon. Then tap the **Menu** icon.
2. Tap the **App** menu and select **Beam**.
3. Tap the ▼ **Beam From** pick list and select **Card**.
4. Select the application you want to beam and tap **Beam**. The application is beamed to the other handheld. Then tap **Done**.



TIP: Some applications and databases are copy-protected and cannot be beamed. These applications are listed with a lock icon next to them.

To delete an application on an expansion card:

1. Tap the **Home** icon. Then tap the **Menu** icon.
2. Tap the **App** menu and select **Delete**.
3. Tap the ▼ **Delete From** pick list and select **Card**.
4. Highlight the application you want to delete and tap **Delete**. The Delete Application dialog screen appears. Tap **Yes** to delete the file, or tap **No** to save the file. Then tap **Done**.

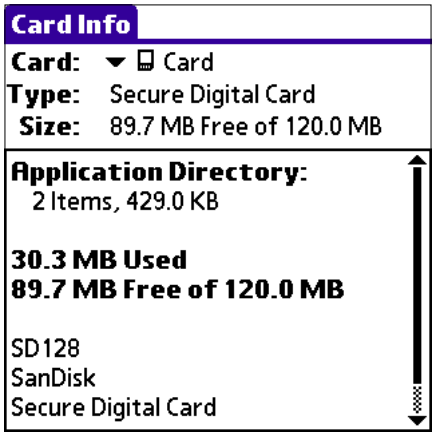
NOTE: Applications that are loaded in ROM (for example, Memo Pad) cannot be deleted, and are not listed.

Using Card Info

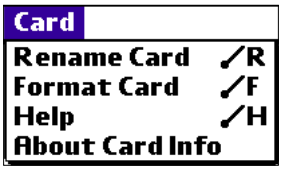
The Card Info Application displays summary information for each known directory type found on the expansion card.

To use Card Info:

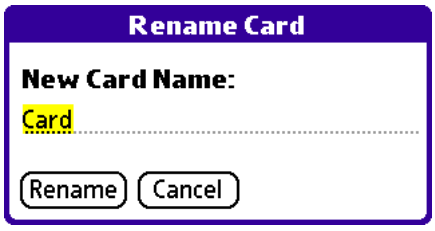
1. Tap the **Home** icon. Then tap the **Card Info** icon.



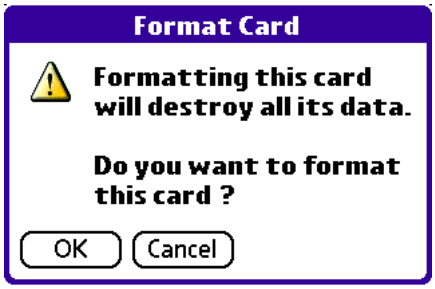
2. To rename the card, tap the **Card Info** tab in the upper left corner of the screen and select **Rename Card**.



3. Enter the new name in the Rename Card dialog box and tap **Rename**.



4. To reformat the card, tap **Card Info**, select **Format Card**, and tap **OK** in the Format Card dialog box.
(Continued on next page.)



WARNING: *Reformatting and expansion card will destroy its data.*

6. To display help for Card Info, tap **Card Info** in the upper left corner of the screen and select **Help**. Then scroll through the tips that are displayed.
8. To view information about Card Info, tap **Card Info** in the upper left corner of the screen, and then tap **About Card Info**.

CHAPTER 8: BEAMING INFORMATION

Your iQue handheld is equipped with an IR (infrared) port that you can use to beam information to another Garmin integrated handheld (or other Palm Powered™ handheld device) that is close by and also has an IR port. The IR port is located at the top of the handheld behind the small dark shield.

You can beam the following information between Palm OS®-based handhelds:

- The record currently displayed in Date Book, Address Book, To Do List, or Memo Pad.
- All records of the category currently displayed in the Address Book, To Do List, or Memo Pad applications.
- A special Address Book record that you designate as your business card, containing information you want to exchange with business contacts.
- An application installed in RAM memory.

NOTE: *HotSync® operations can also be done using the IR port. See "IR HotSync Operations" in Chapter 9 for more information.*

For best results, iQue handhelds should be between 10 centimeters (approximately 4 inches) and 1 meter (approximately 39 inches) apart, and the path between the two devices must be clear of obstacles. Beaming distances to other Palm Powered connected devices may be different.

Beaming a Record

To beam a record, business card, or category of records:

1. Locate the record, business card, or category you want to beam.
2. Tap the **Menu** icon .
3. Tap **Record**.
4. Choose from the following options:
   - Tap **Beam** to beam an individual item.
   - In the Address Book application only, tap **Beam Business Card**.
   - Press the **Address Book** application button for about two seconds to beam your business card.
   - Tap **Beam Category** (for records that are displayed in a category).
   - Open the Command bar and use the Graffiti® 2 Command stroke **B** to beam the current entry.

Beaming a Business Card

To select a business card for beaming:

1. Press the **Address Book** button on the front of your device.
2. In the Address List, create a new entry or select an entry that contains the information you want on your business card. See "Adding and using Address Book Entries" in Chapter 4 for more information.
3. With the record you want to beam selected, tap the **Menu** icon .
4. Tap the **Record** menu and select **Select Business Card**. Tap **Yes** at the prompt.
5. Tap the **Menu** icon again. Tap the **Record** menu and select **Beam Business Card**.

NOTE: *You can set the full-screen pen stroke to beam the current entry. See "To change what the full-screen pen stroke activates" in Chapter 3 for more information.*

6. When the Beam Status dialog box appears, point the IR port directly at the IR port of the receiving handheld.

Beaming an Application

To beam an application:

1. Tap the **Home** icon. Then tap the **Menu** icon.
2. Tap the **App** menu and select **Beam**.
3. Tap the application you want to transfer and tap **Beam**.

NOTE: *Some applications are copy-protected and cannot be beamed, as indicated by a lock icon.*

4. When the Beam Status dialog box appears, point the IR port directly at the IR port of the receiving handheld.

Receiving Beamed Information

To receive beamed information:

1. Turn on your handheld.
2. Point the IR port directly at the IR port of the transmitting handheld to open the Beam Status dialog box.
3. Tap **Yes** to receive beamed information.
4. Wait for the Beam Status dialog box to indicate that the transfer is complete, and then tap **OK** to display the new entry.

Incoming records are placed in the Unfiled category.

Turning Off Beaming

To turn beam receiving on or off:

1. Tap the **Home** icon. Then tap **Prefs**.
4. Tap the pick list in the upper right corner and select **General**.
5. In the General Preferences screen, tap the ▼ **Beam Receive** pick list, and then tap **On** or **Off**.

CHAPTER 9: EXCHANGING AND UPDATING DATA USING HOTSYNC® OPERATIONS

HotSync® technology lets you synchronize (exchange and update) data between one or more iQue handhelds and Palm™ Desktop software or another PIM such as Microsoft® Outlook. The HotSync process automatically synchronizes data between your handheld and Palm Desktop software. Changes you make on your handheld or Palm Desktop software appear in both places after a HotSync operation. HotSync technology synchronizes only the needed portions of files, thus reducing synchronization time.

You can synchronize your data by connecting your handheld directly to your computer with the cradle or indirectly with a modem or network. You can also perform HotSync operations using InfraRed if your personal computer supports it. This chapter describes how to select HotSync options and perform a HotSync operation via infrared communications, modem, or network.

Performing a HotSync Operation for the First Time

You should have synchronized your iQue handheld for the first time when you used the Setup CD. If you did not synchronize your handheld at that time, you may experience problems. Refer to the *Setup Guide* included with the Setup CD for more instructions.

If you are a System Administrator preparing several handhelds for a group of users, you may want to create a user profile. See "Creating a User Profile" later in this chapter before performing the following steps.

Performing the First Local HotSync Operation

You must perform your first HotSync operation with a local, direct connection, rather than using a modem.

The following steps assume that you have already installed the Palm Desktop software. If you have not installed this software, see the *Setup Guide* included with the Setup CD for instructions.

To perform a local HotSync operation:

1. Insert your handheld into the cradle. The bottom edge of the handheld should align smoothly with the cradle when it is inserted properly.
2. Open the HotSync® software on your personal computer.

   The HotSync Manager must be running for the HotSync operation to proceed. If it is running, the HotSync icon appears in the Windows system tray. If the HotSync Manager is not running, click the **Start** button on the Windows desktop and choose **Programs**. Click the Palm™ Desktop software program group and choose **HotSync Manager**. You can also start the Palm Desktop software, which automatically opens the HotSync Manager.
3. Press the **HotSync** button on the cradle.

NOTE: *If you are using an optional HotSync cable instead of a cradle, tap the HotSync icon in the Applications Launcher window on your iQue; then tap the HotSync icon in the HotSync application.*

4. Select the user name you entered when you installed Palm Desktop software. The HotSync Progress dialog box appears and synchronization begins.

   Every handheld should have a unique name. To prevent loss of a user's records, never try to synchronize more than one handheld to the same user name.
5. Wait for a message on your handheld indicating that the process is complete.

When the HotSync process is complete, you can remove your handheld from the cradle.

Creating a User Profile

You can create a user profile to load data into a handheld without associating that data with a user name. This feature allows System Administrators to configure several Garmin handhelds with specific information (such as a company phone list) before distributing them to their actual users. In Windows, you use the File Link feature of the Palm™ Desktop software to import information from external files. For more information see "Using File Link" later in this chapter.

The user profile feature is designed only for a first-time HotSync operation, before you assign a user name to a particular handheld.

To create a user profile:

1. Open Palm Desktop software.
2. From the **Tools** menu, choose **Users**.
3. Click **Profiles**.
4. Click **New**. Enter a unique name for the profile and click **OK**.
5. Click **OK** to return to Palm Desktop software.
6. Select the profile from the User list and create the data for the profile (for example, company phone list, and so on).

To use a profile for the first-time HotSync® operation:

1. Place the new handheld in the cradle.
2. Press the **HotSync** button on the cradle.
3. Click **Profiles**.
4. Select the profile that you want to load on the handheld, and click **OK**.
5. Click **Yes** to transfer all the profile data to the handheld.

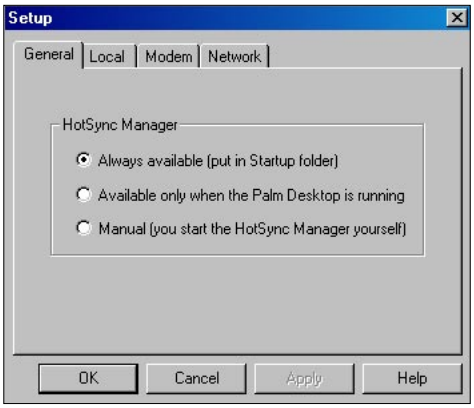
The next time you perform a HotSync operation, Palm Desktop software prompts you to assign a user name to the handheld.

Selecting HotSync® Setup Options

You can choose when you want HotSync Manager to run. If necessary, you can adjust the local and modem HotSync settings as well.

To set HotSync options:

1. Click the **HotSync Manager** icon in the Windows system tray.
2. Choose **Setup**.
3. Click the **General** tab, and select one of the following options:



- **Always Available:** Adds HotSync Manager to the Startup folder and constantly monitors the communication port for synchronization requests from your handheld. With this option, the HotSync Manager synchronizes data even when Palm™ Desktop software is not running.
- **Available Only When Palm Desktop software Is Running:** Starts HotSync Manager and monitors requests automatically when you open Palm Desktop software.
- **Manual:** Monitors requests only when you select HotSync Manager from the Start menu.

***NOTE:** If you are not sure which option to use, keep the default setting, **Always Available**.*

4. Click the Modem tab to display the modem settings and adjust the options as needed. See "Conducting a HotSync® Operation Via Modem" later in this chapter for more information.
5. If you are attached to a network, click the Network tab to display the network settings and adjust the options as needed. See "Conducting a HotSync Operation Via a Network" later in this chapter for more information.
6. Click **OK**.

Customizing HotSync® Application Settings

For each application, you can determine how records are handled during synchronization. The applications that handle these records are called "conduits." By default, a HotSync operation synchronizes all files between the handheld and Palm Desktop software.

In general, you should leave the settings to synchronize all files. The only reason you might want to change these settings is to overwrite data on either your handheld or Palm Desktop software, or to avoid synchronizing a particular type of file because you do not use it.

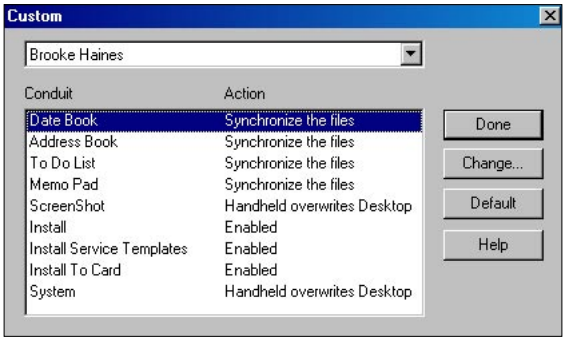
In addition to the conduits for Date Book, Address Book, To Do List and Memo Pad, Palm Desktop software includes System and Install conduits. The System conduit backs up the system information stored on your handheld, including Graffiti® 2 ShortCuts. The Install conduit installs applications on your handheld.

To customize HotSync application settings:

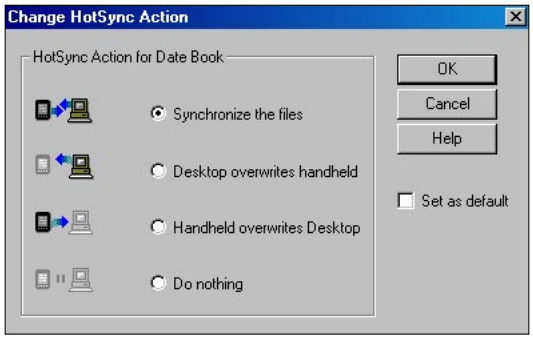
1. Click the **HotSync Manager** icon in the Windows system tray.

TIP: *You can also click the HotSync command on the Palm Desktop software menu bar.*

2. From the HotSync Manager menu, choose **Custom**.



3. Select the appropriate user name from the list.
4. Select an application in the Conduit list. Click **Change**.



5. Click to select the way you want to transfer data, or click **Do Nothing** to skip data transfer for an application.
6. Choose how long the setting will remain in effect:
   - To have the setting affect only the next HotSync® operation, deselect **Set As Default**. Thereafter, the HotSync Actions revert to their default settings.
   - To use a new setting as the default, select the **Set As Default** option. Thereafter, whatever you selected as the default setting is used when you click the Default button in the Custom dialog.
7. Click **OK**.
8. Repeat steps 4 through 7 to change conduit settings for other applications.
9. Click **Done** to activate your settings.

IR HotSync Operations

Your organizer is equipped with an infrared (IR) port that supports the IrCOMM implementation of the standards for infrared communication established by the Infrared Data Association (IrDA). This means that you can beam data to any other device that supports the IrCOMM implementation of the IrDA standards. Most importantly, you can use the IR port to perform HotSync operations. You do not need a cradle to do this. This is very useful if you travel with an infrared-enabled laptop. You simply enable infrared communication on your laptop and handheld and follow the steps in "Performing an IR HotSync Operation" later in this section.

Preparing your Computer for Infrared Communication

Before you can perform a HotSync operation using the IR port, the computer you want to synchronize with must meet the following requirements:

- The computer must support the IrCOMM implementation of the IrDA standards.
- The computer must have an enabled infrared port built in or an enabled infrared device attached to the computer.

Desktop computers are likely to require an infrared device attached to a physical serial port. Laptops are likely to have a built-in IR port. Your computer must also have an installed infrared driver.

Infrared communication is built into the operating system for Microsoft® Windows 98. Check your computer's documentation to determine if the computer supports infrared communication.

To check if your Windows computer supports infrared communication:

1. Click **Start** in the Windows taskbar.
2. Choose **Settings**, and then choose **Control Panel**.
3. In the Control Panel, look for the infrared icon.

If the icon is there, your computer is enabled for infrared communication. If it is not there, you need to install an infrared driver.

After you install the infrared driver or determine that the infrared driver is already installed, check the ports used by your computer for infrared communication.

To determine the ports used for infrared communication:

1. On the Windows taskbar on your computer, click **Start**, choose **Settings**, and then choose **Control Panel**.
2. Double-click **Infrared**.
3. Click the **Options** tab.
4. Select **Enable infrared communication**.

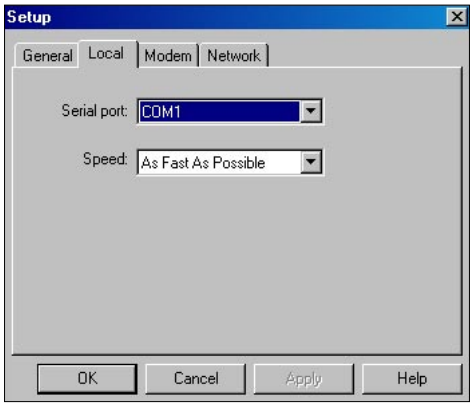
   The COM port displayed in the drop-down box is the port where your infrared device is attached. It should be different from any port used by the HotSync® Manager.
5. Make a note of which port is listed as "Providing application support." You need this information to configure the HotSync Manager for infrared communication. This port is the simulated port. It is the channel through which the actual infrared communication takes place between your computer and your handheld.
6. Deselect all other check boxes in the Options tab.
7. Click **Apply**, then click **OK**.

Configuring HotSync Manager for Infrared Communication

Next you need to go to the HotSync Manager and specify that the infrared port should be used for the HotSync operation.

To configure HotSync Manager for infrared communication:

1. Click the **HotSync Manager** icon in the Windows system tray.
2. Make sure **Local** is checked on the menu.
3. Choose **Setup**.
4. Click the **Local** tab.
5. In the Serial Port drop-down box, select the COM port that was given as the simulated port in the Options tab of the Infrared Monitor.
6. Click **OK**.



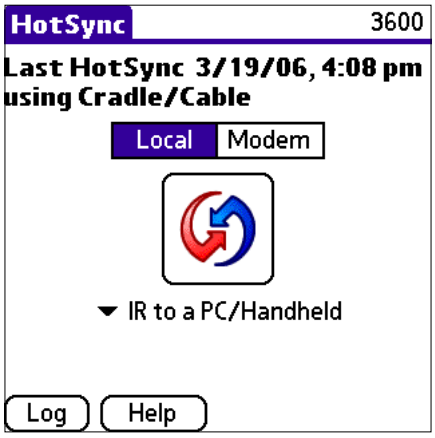
NOTE: *You cannot use your cradle again until you reconfigure the HotSync® Manager to communicate with the port defined for cradle synchronization.*

Performing an IR HotSync® Operation

After you complete the steps to prepare for an IR HotSync operation, it is easy to perform the actual operation.

To perform an IR HotSync operation:

1. In the **Applications Launcher**, tap the **HotSync** icon.
2. Tap **Local**.
3. Tap the ▼ pick list below the HotSync icon and select **IR to a PC/Handheld**.
4. Position the IR port of your organizer within a few inches of the infrared port of your computer.
5. Tap the **HotSync** icon to start the IR HotSync operation.



Returning to Using the Cradle for HotSync® Operations

It is easy to return to using the cradle for HotSync operations.

To return to cradle HotSync operations:

1. If needed, connect the cradle to a USB port on your computer.
2. Click the **HotSync Manager** icon in the Windows system tray.
3. Choose **Setup**, and then click **Local USB**.
4. Click **OK**.

The next time you want to perform a HotSync operation, just press the HotSync button on the cradle. You can leave the HotSync application on your handheld set to perform IR HotSync operations and still use the cradle. This setting is useful if you perform HotSync operations with both your desktop computer and a laptop that you travel with.

Conducting a HotSync® Operation Via a Modem

You can use a modem, such as the Palm® modem accessory, to synchronize your handheld when you are away from your computer.

NOTE: *The first HotSync operation must be local, using the cradle. After that, you can perform a modem HotSync operation.*

To perform a HotSync operation via modem you must complete the following steps:

- Connect a modem to your computer.
- Configure the Palm Desktop software for use with your modem.
- Connect a modem to your handheld.
- Configure the Modem preferences on your handheld for use with your modem (Serial to Modem or IrCOMM to Modem). See Chapter 10, "Setting Connection and Network Preferences."

Preparing Your Computer

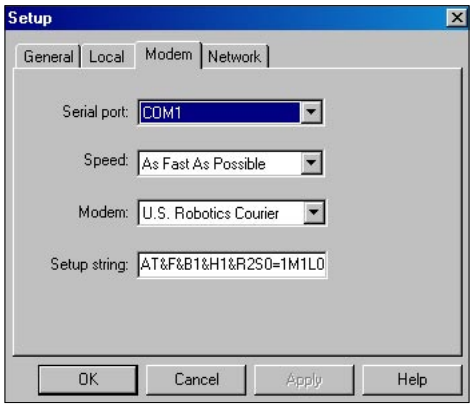
You must perform a few steps to prepare your computer for a modem HotSync operation. Be sure to perform these steps before you leave your office so that your computer is ready to receive a call from your handheld.

To prepare your computer for a modem HotSync operation:

1. Confirm that the computer modem is connected and turned on, and that no communications applications, such as fax or telephony software, are running on a COM port.

NOTE: *Make sure that the computer is disconnected from all online services, such as America Online (AOL) or CompuServe, to avoid conflicts with the COM port.*

2. Start **HotSync Manager** if it is not already running, and choose **Modem** from the HotSync Manager menu.



3. Adjust the following options as needed:
   - **Serial Port:** To identify the port for the modem. If you are unsure of the port assignment, look at the Modem Properties in the Windows Control Panel.
   - **Speed:** To determine the speed at which data is transferred. Try the **As Fast As Possible** rate first, and adjust downward if you experience problems. This setting lets Palm™ Desktop software and your handheld find and use the fastest speed.
   - **Modem:** To identify the modem type or manufacturer. Refer to your modem manual or face plate for its type or settings. If you are not sure of your modem type or your modem doesn't match any that appear in the list, select Hayes Basic.
   - **Setup String:** To identify the setup string for your particular modem. Not all modems require a setup string. Refer to your modem manual and enter the setup string if recommended by the manufacturer.
4. Click **OK**.

Preparing Your Handheld

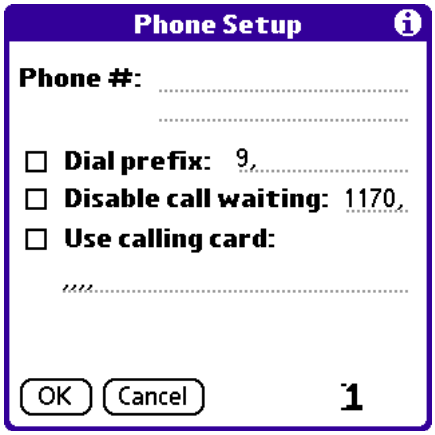
In addition to preparing your computer, you must perform a few steps to prepare your handheld for a modem HotSync operation.

To prepare your handheld for a modem HotSync operation:

1. Tap the **Home** icon. Then tap the **HotSync** icon.
2. Tap **Modem**. Then tap the **Enter Phone #** field.

NOTE: If you plan to connect to your company's dial-in server (network modem) instead of connecting to a computer modem, see "Conducting a HotSync Operation Via a Network" later in this chapter.

4. Enter the telephone number to access the modem connected to your computer. If needed, enter a dial prefix (such as "9") to access an outside line, and then tap the **Dial Prefix** check box. If the phone line you are using for the handheld has Call Waiting, select the **Disable call waiting** check box to avoid an interruption during the modem HotSync® operation. If you want to use a calling card to place the call, select the check box and enter the calling card number.



TIP: You can enter a comma in the field to introduce a "pause" in the dialing sequence.

5. Tap **OK**.
6. Tap the **Menu** icon.
7. Tap **Options**, and then tap **Modem Setup**.
8. Enter the settings. See "Setting Modem Configurations" in Chapter 10 for more information.

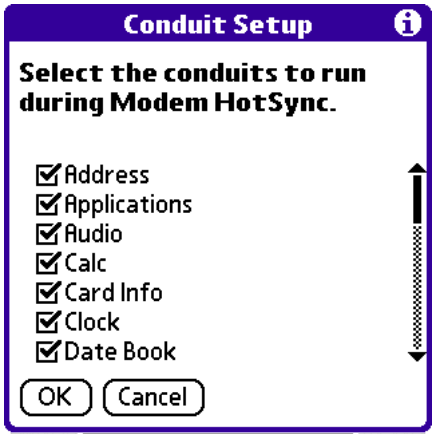
Selecting Conduits for a Modem HotSync Operation

You can define which files and applications on your handheld synchronize during a modem HotSync operation to minimize the time required to synchronize data with a Palm™ Modem accessory. To define what synchronizes, use the Conduit Setup dialog box.

Applications that do not have a database (such as games) do not synchronize—even if you select the item in the Conduit Setup dialog box.

To define which files/applications on your device synchronize during a HotSync® operation:

1. Tap the **Home** icon. Then tap the **HotSync** icon.
2. Tap the **Menu** icon .
3. Tap **Options**, and then tap **Conduit Setup**.
4. In the Conduit Setup dialog box, tap the check boxes to deselect the files and applications that you do not want to synchronize during a modem HotSync operation. The default setting is to synchronize all files.



5. Tap **OK**.

Performing a HotSync Operation via a Modem

After you prepare your computer and your handheld, and select your Conduit Setup options, you are ready to perform a modem HotSync operation.

To perform a modem HotSync operation:

1. Tap the **Home** icon. Then tap the **HotSync** icon.
2. Tap the **Modem** icon to dial the Palm™ Desktop modem and synchronize the applications.
3. Wait for the HotSync operation to complete.

Conducting a HotSync® Operation Via a Network

When you use the Network HotSync software, you can take advantage of the LAN and WAN connectivity available in many office environments. The Network HotSync software lets you perform a HotSync operation by dialing in to a network or by using a cradle that is connected to any computer on your LAN or WAN (provided that the computer connected to the cradle also has the Network HotSync software installed, your computer is on, and the HotSync Manager is running).

The Network HotSync software has the following requirements:

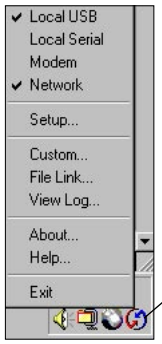
- Your computer has TCP/IP support installed.
- Both your company's network system and its remote access server support TCP/IP. (Your System Administrator has this information.)
- You have a remote access account. (If you don't have an account, consult your System Administrator.)

Everything you need to connect to your company's dial-in server (network modem) is included with Palm™ Desktop software and the handheld software. You need to activate the feature, however, on both Palm Desktop software and your handheld.

To prepare your computer for a network HotSync® operation:

1. Click the **HotSync Manager** icon in the Windows system tray.

   (The Windows system tray is usually in the lower right corner on your computer display. The location may vary depending on the location of the taskbar and the version of Windows you are using.)
2. From the **HotSync Manager** menu, choose **Network**.



HotSync Manager icon

3. From the HotSync Manager menu, choose **Setup**.
4. Click the **Network** tab and make sure that a check mark appears next to your user name. If no check mark appears, select the check box next to your user name.
5. Click **OK**.
6. Place your handheld in the cradle, and perform a HotSync operation.

The HotSync operation records network information about your computer on your handheld. With this information, your handheld can locate your computer when you perform a HotSync operation over the network.

To prepare your device for a network HotSync® operation:

1. Tap the **Applications Launcher** icon. Then tap the **HotSync** icon.
2. Tap the **Menu** icon.
3. Tap the **Options** menu and select **Modem Sync Prefs**.
4. Tap **Network**.
5. Tap **OK**.

NOTE: *See Chapter 10, "Setting Connection and Network Preferences" for information on configuring Network HotSync preferences.*

Using File Link

The File Link feature lets you import Address Book and Memo Pad information into your handheld from a separate external file such as a company phone list. HotSync Manager stores the data in a separate category on your Palm™ Desktop software and your handheld. You can set the File Link feature to check for changes to the external file when you perform a HotSync operation.

With File Link, you can import data stored in any of the following file formats:

- Comma delimited (.csv).
- Tab delimited (.tsv).
- Memo Pad archive (.mpa).
- Address Book archive (.aba).
- Text (.txt).

For information on how to set up a file link, see the Palm Desktop online Help.

CHAPTER 10: SETTING CONNECTION AND NETWORK PREFERENCES

The TCP/IP software that is included in the iQue handheld operating system lets you connect with remote Internet Service Providers (ISPs) or dial-in (remote access) servers, using applications that let you view the transmitted data.

To use TCP/IP, you must first create a configuration in Connection Preferences and then create Network preference settings (see "Connection Preferences" and "Network Preferences"). Then you connect to your ISP or dial-in server; see "Connecting to your ISP or Dial-in Service" later in this chapter.

For information on third-party applications that support TCP/IP, visit the Web site: http://www.palmsource.com/applications.

Connection Preferences

The Connection Preferences screen allows you to create configurations for communicating with a PC or modem. Configurations, or profiles, once activated, are available to various end-user applications running on the handheld. The Connection Preferences screen displays a list of available configurations that can be modified to reflect the required settings. This list varies depending on the software you have added to your handheld.

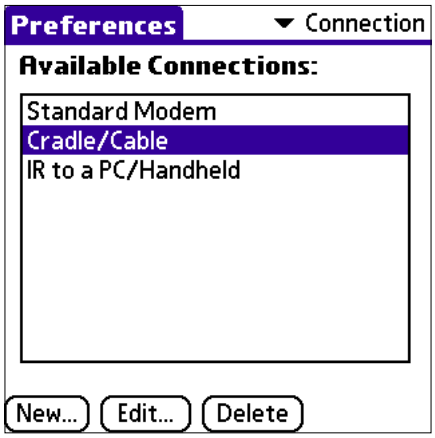
Connection Types

There are three basic types of connections you can choose from when configuring your preferences:

- **Cradle/Cable:** This connection type defines the direct cradle/cable connection between your organizer and your desktop computer. It is used when performing a local HotSync® operation. Your handheld is connected by its universal port to the cradle or HotSync cable. The cradle/cable is attached to a serial (COM) or USB port on your desktop computer.
- **Serial to Modem:** This connection type defines a communication between a modem attached to the serial port of your handheld and a modem.
- **IR to a PC/Handheld:** This connection type defines a connection between the IR port of your handheld and the infrared device of your computer or handheld device.

To modify Connection preferences:

1. Tap the **Home** icon. Then tap the **Prefs** icon.
2. Tap the ▼ pick list in the upper right corner of the screen and select **Connection**.



Setting Modem Configurations

Modem configurations let your iQue handheld use a connected modem to communicate with remote devices, such as your ISP or dial-in server, to access a remote computer.

You must set Network preferences, in addition to configuring Modem settings, to be able to use TCP/IP software included in the handheld operating system to connect to remote devices.

To set Serial to Modem preferences:

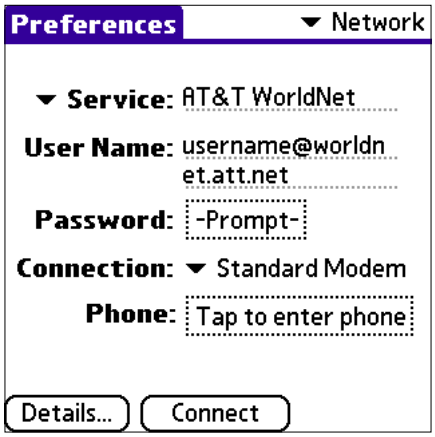
1. Tap the **Home** icon. Then tap the **Prefs** icon.
2. Tap the ▼ pick list in the upper right corner of the screen and select **Connection**.
3. Select **Standard Modem** and tap **Edit**. The name of the current configuration appears at the top of the screen.
4. Tap the ▼ **Connect to** pick list and select the device you want to connect to.
5. Tap the ▼ **Via** pick list and select the type of connection.
6. In the Dialing pick list, tap **TouchTone** or **Rotary**. Select Rotary only if your telephone service does not support TouchTone dialing.
7. Tap the ▼ **Volume** pick list and select the speaker volume for the modem.
8. Tap the **Details** button at the bottom of the screen for the following additional settings:
   - Tap the ▼ **Speed** pick list and select the maximum speed for your modem to communicate with your handheld. (This setting does not control the speed at which your modem communicates with your telephone service.)
   - Tap the ▼ **Flow Control** (**Flow Ctl**) pick list, and select **Automatic**, **On** (**Xon**), or **Off** (**Xoff**) flow control for the modem connection.
   - If necessary, edit the Init String text to change the modem setup string.
9. Tap **OK** through each screen until you are returned to the Connection Preferences screen.

Network Preferences

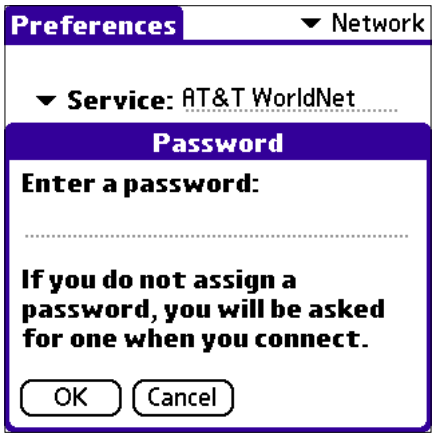
You must set Network preferences as well as Connection preferences to be able to use the TCP/IP software included in the handheld operating system for remote connections. Network preferences let you set a password, telephone number, DNS number, IP address, as well as create a login script for remote connections. You can use a preset service template for your ISP or dial-in server, and edit, save, and reuse settings. You can also create your own service template.

To set network preferences:

1. Tap the **Home** icon. Then tap the **Prefs** icon.
2. Tap the ▼ pick list in the upper right corner of the screen and select **Network**.
3. Tap the ▼ **Service** pick list. Tap the predefined service template you want to use.



4. Tap the **User Name** field. Only two lines appear on the screen, but the field can contain multiple lines of text.
5. Enter your user name that identifies you on logging in to your ISP or dial-in server. Do not enter spaces in your user name unless your dial-in server accepts them.
6. Choose whether to use a password when logging onto your ISP or dial-up service:
   - To save your password for use during log-on, tap the **Password** field. Enter your password and tap **OK**. "Assigned" appears in the field.
   - To have your iQue prompt you for the password during log-on, leave "Prompt" in the Password field and do not enter anything. You should choose this option if you are concerned about security.



(Continued on next page.)

7. Tap the ▼ **Connection** pick list and select a connection. The list includes the configurations displayed in your Connection Preferences panel.
8. Tap the **Phone Number** field to display the Phone Setup dialog box.
9. Enter the phone number you use to reach your ISP or dial-in server.

NOTE: *MCI customers must enter the calling card number in the Phone # field, and the phone number in the Use Calling Card field.*

10. If you do not need to enter a prefix, disable Call Waiting, or enter a calling card, tap **OK**.
    - To enter a prefix before the telephone number to access an outside line, tap the Dial Prefix check box, and enter the prefix. (For example, many offices require that you dial "9" to dial a number outside the building.)
    - To turn off Call Waiting, tap the **Disable** call waiting check box to select it, and enter the code to turn off Call Waiting. (If you do not know the code, contact your local telephone company for the appropriate code.) Call Waiting can end your network session if you receive a call while you are connected.
    - To use a calling card to dial your ISP or dial-up service, tap the **Use Calling Card** check box. On the Use Calling Card line, enter three commas. (Each comma delays transmission of your calling card number for two seconds, to compensate for the delay before the number is entered.) Enter your calling card number.
11. When you have finished setting up your phone number, tap **OK**.

Customizing Service Templates

You can create your own service templates from scratch or duplicate existing templates and edit the information. If you use one of the predefined service templates, you probably only need to enter your user name and telephone number. If you create a new service template, you may have to provide additional information.

To create a new service template:

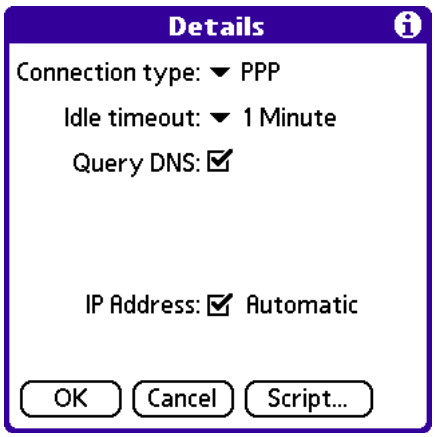
1. Tap the **Home** icon. Then tap the **Prefs** icon.
2. Tap the ▼ pick list in the upper right corner of the screen and select **Network**.
3. Tap the **Menu** icon.
4. Tap the **Service** menu and then tap **New**. A new service template (called Untitled) is added to the Service pick list.

To duplicate an existing service template:

1. Tap the **Home** icon. Then tap the **Prefs** icon.
2. Tap the ▼ pick list in the upper right corner of the screen and select **Network**.
3. In the Network Preferences screen, tap the ▼ **Service** pick list. Tap the predefined service template you want to duplicate.
4. Tap the **Menu** icon.
5. Tap the **Service** menu and then tap **Duplicate**. A copy of the service template is added to the Service pick list.

To edit a service template:

1. Tap the **Home** icon. Then tap the **Prefs** icon.
2. Tap the ▼ pick list in the upper right corner of the screen and select **Network**.
3. In the Network Preferences screen, tap the ▼ **Service** pick list. Tap the template you want to view details for. Then tap **Details**.



4. Tap the ▼ **Connection Type** pick list, and select a connection type:
   - **PPP** for Point-to-Point protocol. Select this type if you're unsure which you need. If PPP doesn't work, ask your ISP or your system administrator for the correct connection type.
   - **SLIP** for Serial Line Internet protocol.
   - **CSLIP** for Compressed Serial Line Internet protocol.
5. Tap the ▼ **Idle Timeout** pick list to specify how long your handheld waits to drop your connection when you switch out of a TCP/IP application, and select Immediate, **1 minute**, **2 minutes**, **3 minutes**, or **Never** (until the power is off or your handheld times out).

   The **Never** option works best with the Palm™ Modem accessory.
6. Enter a DNS number following the instructions in the next section.
7. Tap **OK**.

To delete a service template:

1. Tap the **Home** icon. Then tap the **Prefs** icon.
2. Tap the ▼ pick list in the upper right corner of the screen and select **Network**.
3. In the Network Preferences screen, tap the ▼ **Service** pick list. Tap the template you want to delete.
4. Tap the **Menu** icon.
5. Tap the **Service** menu, and then tap **Delete**.
6. Tap **OK**.

Entering DNS Numbers and IP Addresses

The Internet uses the Domain Naming System (DNS) to translate the names of host computers into IP addresses. A DNS number (or IP address) identifies a specific server that handles the translation services. Each DNS or IP address is a series of four numbers, from 0 to 255, separated by periods.

Anyone who logs onto the Internet must have a unique identifier called an IP address. This IP address can be either temporary (assigned automatically each time you log on) or permanent.

Not all systems require that you enter a DNS number. Check with your system administrator. If a DNS number is required but not entered, logging on to your network may appear successful; however, the connection will fail if you try to use an application or look up information.

To specify a primary and secondary DNS number:

1. If your system requires DNS numbers, ask your Internet Service Provider or system administrator whether your system requires DNS numbers, and if so, what they are.
2. In the Network Preferences screen with a service template selected, tap **Details**.
3. Tap the **Query DNS** check box to deselect it.
4. Choose one of the following options:
   - If your system does not require a DNS or you are not sure whether it does, leave the DNS field blank.
   - To enter the Primary DNS number, tap the space to the left of the first period in the Primary DNS field and enter the first section of the IP address using a number only, from 0 to 255; repeat the step for the remaining sections of the field. Use the same technique to enter the Secondary DNS number.

To specify the IP address:

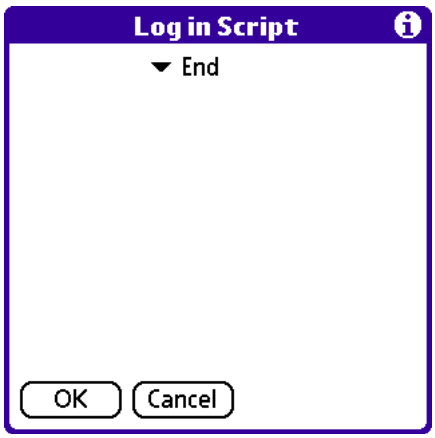
1. Check with your system administrator to determine whether your IP address is automatically (temporarily), or permanently assigned, and if permanent, get the address.
2. In the Network Preferences screen, with a service template selected, tap **Details**.
3. Choose one of the following options:
   - If your IP address is automatic and temporary, make sure that the IP Address check box is selected.
   - If your IP address is permanently assigned, tap the IP Address check box to deselect it. In the permanent IP address field, tap the space to the left of the first period, and enter the first section of the IP address using a number only, from 0 to 255. Repeat the step for the remaining sections of the field.
4. Tap **OK**.

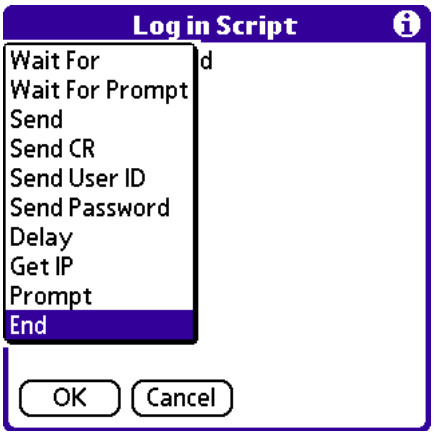
Creating a Login Script

A login script is a series of commands that automates logging into your ISP. You can create login script files by selecting commands from in the Login Script dialog box. Some commands, such as Send, require additional information and have a parameter field to add the necessary data. You can also use non-ASCII and literal characters in your login script. See "Using non-ASCII Characters in Login Scripts" on the next page for more information.

To create a login script:

1. Follow the instructions to view details for a Service template (see "To edit a service template").
2. In the Details dialog box, tap **Script**.
3. In the Login Script screen, tap the ▼ **End** pick list.





4. Tap any of the following commands to select them from the pick list, and then enter additional information if a field appears:
   - **Wait For:** Instructs your handheld to wait for specific characters from the TCP/IP server before executing the next command.
   - **Send:** Transmits specific characters to the TCP/IP server to which you are connecting.
   - **Send CR:** Transmits a carriage return or LF character to the TCP/IP server to which you are connecting.
   - **Send User ID:** Transmits the User ID information entered in the User ID field of the Network Preferences screen.
   - **Send Password:** Transmits the password entered in the Password field of the Network Preferences screen. If you did not enter a password, this command prompts you to enter one. The Password command is usually followed by a Send CR command.
   - **Delay:** Instructs your handheld to wait a specific number of seconds before executing the next command in the login script.
   - **Get IP (for SLIP connections):** Reads an IP address and uses it as the IP address for your handheld.
   - **Prompt:** Opens a dialog box and prompts you to enter text of some kind (for example, a password or a security code).
   - **End:** Identifies the last line in the login script.
5. Repeat Steps 2 and 3 until you have completed the login script.
6. Tap **OK**, and then tap **OK** in the Details dialog box.

Using Non-ASCII Characters in Login Scripts

If you know how to write custom scripts with non-ASCII characters, you can incorporate the caret (^char) character, carriage returns and line feeds, and literal characters in your custom login scripts.

- Use the caret (^ char) character to transmit ASCII command characters. If you send ^char, and the ASCII value of char is between @ and _, then the character is automatically translated to a single-byte value between 0 and 31.

  For example, ^M is converted to a carriage return. If char is a value between a and z, then the character sequence is translated to a single-byte value between 1 and 26. If char is any other value, then the character sequence is not subject to any special processing. Thus, the string "Joe^M" transmits Joe, followed by a carriage return.

- You can include carriage return and line feed commands as part of the login script, when entered in the following format:

  <cr> Sends or receives a carriage return

  <lf> Sends or receives a line feed

  For example, the string "waitfor Joe<cr><lf>" waits to receive Joe, followed by a carriage return and line feed from the remote computer, before executing the next command in the script.

- You can use the backslash (\ ) character to specify that the next character be transmitted as a literal character, and not be subject to any special processing ordinarily associated with that character. For example:

  \^ Includes a caret as part of the string

  \< Includes a < as part of the string

  \\Includes a backslash as part of the string

Connecting to Your ISP or Dial-in Service

Once you have set Modem and Network preferences, you can easily connect to your ISP or dial-in server using PPP, SLIP, or CSLIP protocols.

You can make the connection using either Network Preferences commands or a third-party application. Connecting to an ISP requires a third-party application, such as a Web browser or news reader. For information on third-party applications that support TCP/IP, check the Web site: http://www.palmsource.com/applications.

To make or close a connection:

1. Tap the **Home** icon. Then tap the **Prefs** icon.
2. Tap the ▼ pick list in the upper right corner of the screen and select **Network**.
3. In the Network Preferences screen, tap **Connect** to dial the current service and display the Service Connection Progress messages.
4. To see expanded Service Connection Progress messages, press the lower half of the **Scroll** button during login.
5. Tap **Disconnect** to terminate the connection between your handheld and your service.

Troubleshooting TCP/IP Connections

If you have problems connecting to a network using TCP/IP, you can display information to troubleshoot the problem. You can display expanded Service Connection Progress messages. You can also display the Network Log to see all communication between your modem and dial-in server during login. This information can help your ISP or your System Administrator identify where and why the login communication fails.

In addition, check with your system administrator whether a DNS number if required. If a number is required but not entered, the connection may fail. See "Entering DNS Numbers and IP Addresses" in this chapter.

To expand the display of progress messages during login:

1. Tap the **Home** icon. Then tap the **Prefs** icon.
2. Tap the ▼ pick list in the upper right corner of the screen and select **Network**.
3. In the Network Preferences screen, tap **Connect**.
4. To see expanded Service Connection Progress messages, press the lower half of the Scroll button during login. See "Connecting to your ISP or Dial-in Service" in this chapter for more information.

To view the Network Log:

1. Tap the **Home** icon. Then tap the **Prefs** icon.
2. Tap the ▼ pick list in the upper right corner of the screen and select **Network**.
3. Tap the **Menu** icon.
4. Tap the **Options** menu, and then tap **View Log**.
5. Tap the **Up** and **Down** arrows of the scroll bar to see the entire Network Log.
6. Tap **Done**.

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